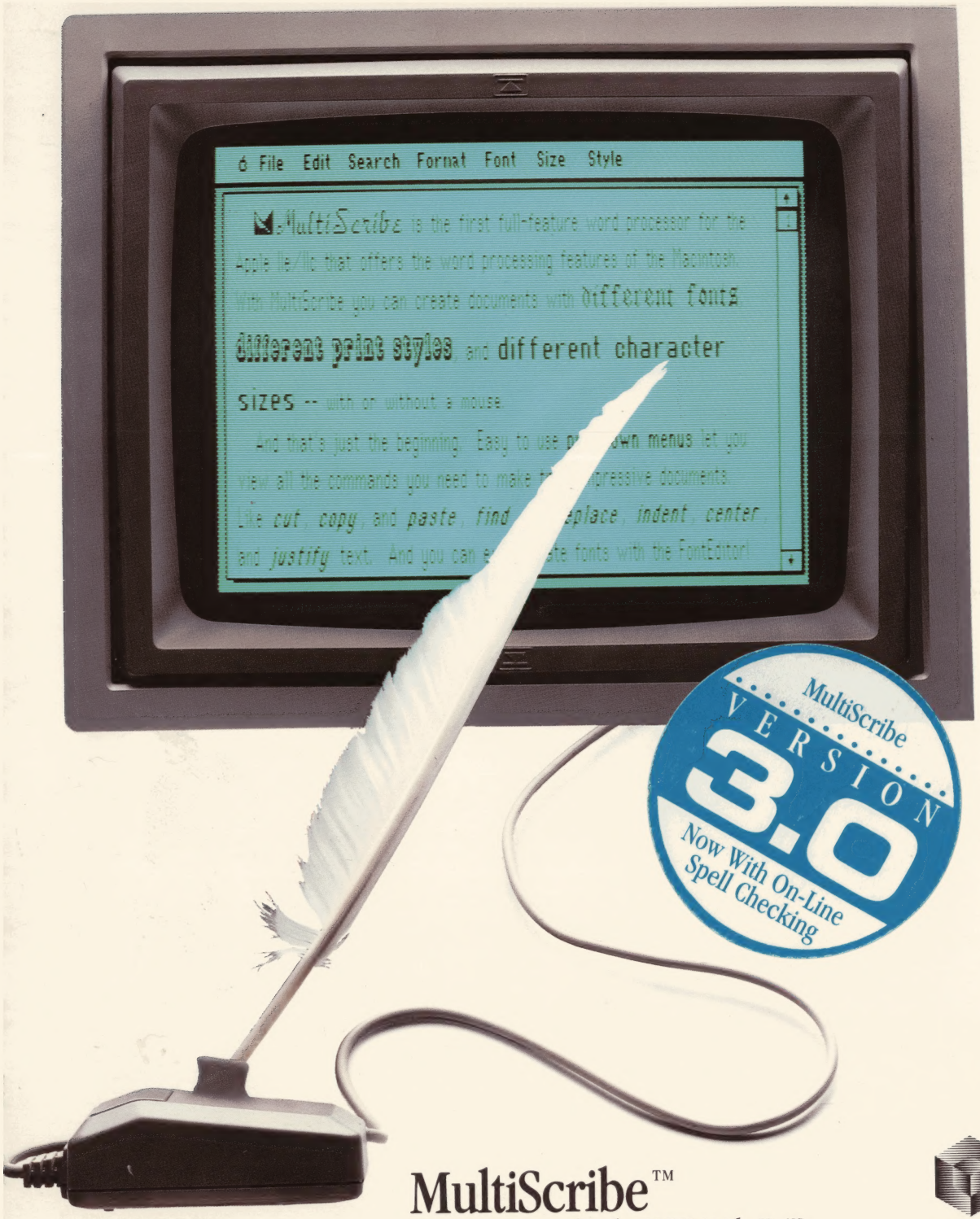
File Edit Search Format Font Size Style
MultiScribe is the first full-feature word processor for the
Apple IIe/IIc that offers the word processing features of the Macintosh.
With MultiScribe you can create documents with different fonts,
different print styles, and different character
sizes -- with or without a mouse.
And that's just the beginning. Easy to use pull-down menus let you
view all the commands you need to make the most impressive documents.
Use cut, copy, and paste, find, replace, indent, center,
and justify text. And you can even create fonts with the FontEditor!
MultiScribe
VERSION
3.0
Now With On-Line
Spell Checking

MultiScribe™

Word processor for the 128K Apple IIe/IIc

StyleWare, Inc.

MultiScribe by Kevin Harvey and Alex Perelberg

User's Manual by David Macdonald, Justin Martin, and Kim Ray

MultiScribe Fonts and Manual Artwork by Brad Smith
MultiScribe Logo by Steve Scott
Thanks to Jane Stone, Elizabeth Jeffreys, Susan and Penny Macdonald, Mike and Re Kramer

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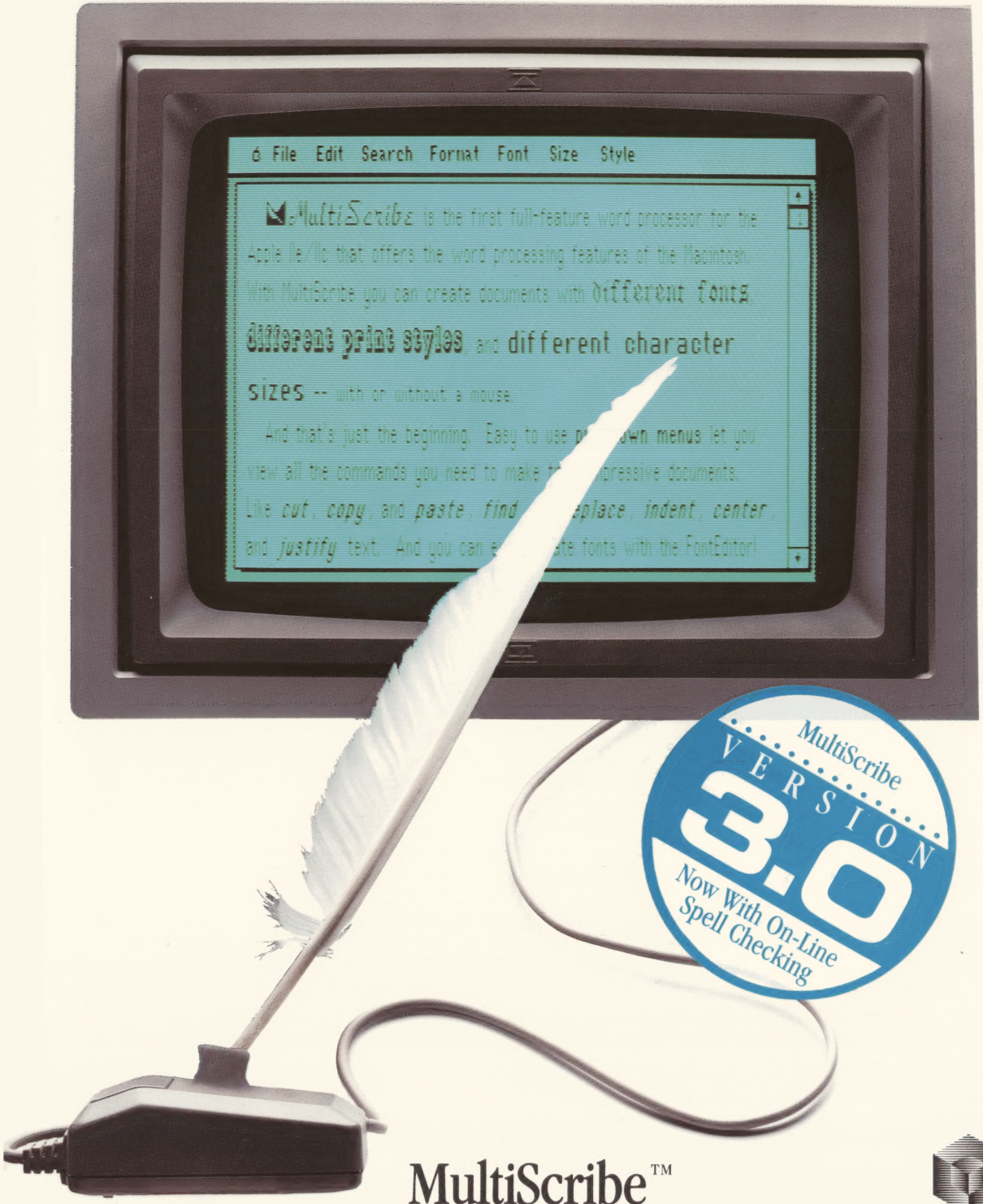
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MULTISCRIBE

USER'S MANUAL

Introducing MultiScribe

Welcome to MultiScribe, the writing tool that brings state of the art text processing capabilities to your Apple IIe/IIc. MultiScribe is the first word processing program to fully utilize the Apple's double high resolution technology — which means your documents can have a clarity and wealth of detail never before seen on an Apple IIe/IIc. Unlike other word processors you may have used, what you see on the MultiScribe screen is what you get on the printed page — no confusing control codes on the screen, no unexpected reformatting on your printouts.

With MultiScribe you can create customized documents using a variety of different type styles, called fonts, and you can even create your own fonts with MultiScribe FontEditor. You can stylize fonts, too. Each font can appear in a wide range of sizes and in any combination of styles, from boldface, italic, and underline to outline and shadow to subscript and superscript. MultiScribe converts your Apple IIe/IIc and printer into a software-powered printing press.

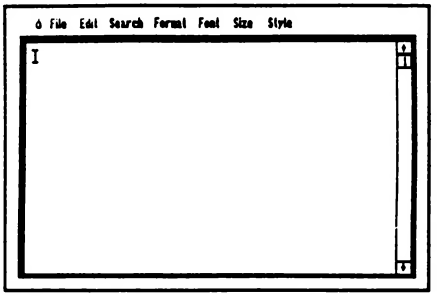
Aside from its unique font-handling capabilities, MultiScribe has all the features you expect from a complete, professional word processing program. Ruler-based formatting options let you center and justify text, adjust line spacing, and set tabs, margins, and page breaks. You can search for any word — or any part of a word — in a document, and, if you want, replace it with a different word. You can delete, copy, move, and replace text quickly and easily — with a mouse or without.

For all its power, MultiScribe is remarkably easy to use. There are no complicated commands to learn, no special codes to memorize. Pull-down menus let you view all your options at a glance, so you can spend your time working on your documents, not re-reading this manual trying to figure out how to perform a task.

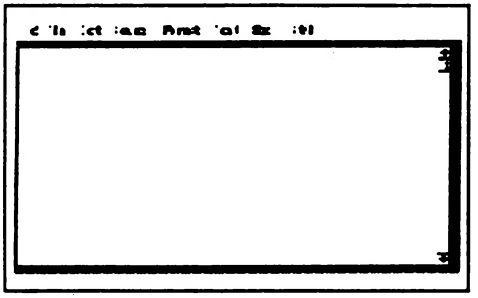
So if you're used to old-fashioned word processors, you'll like the advanced features and user-friendliness of MultiScribe. If you're new to word processing, you picked a great time to start.

IMPORTANT NOTICE TO ALL MULTISCRIBE CUSTOMERS

When you boot up side 2 of MultiScribe your screen should look like this:



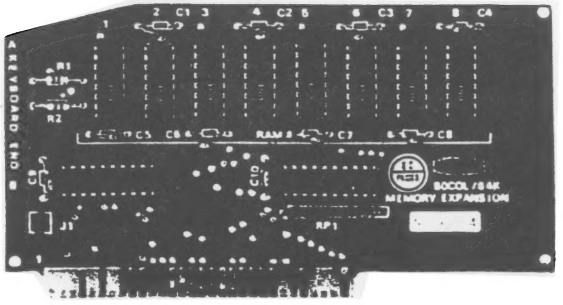
However, if it looks like this,



DON'T PANIC! The problem does not lie with your copy of MultiScribe, your Apple, or your monitor! Rather, the problem involves your extended 80 column card. To use MultiScribe, your Apple must be able to use the double high resolution graphics capabilities provided by your extended 80 column card. The double high resolution mode requires that the Double High Res Enable pins (labeled "J1" on the lower left corner of your extended 80 column card) be connected by a small plastic sleeve called a jumper cap.

Apple, Inc. supplies a jumper cap with every extended 80 column card it ships. If you do not own a jumper cap, your Apple dealer or an electronics store should be able to supply you with one. Simply place the jumper cap over the prongs labeled "J1," located on the bottom left corner of your extended 80 column card.

Jumper Cap



Please let us know if you are unable to locate a jumper or if you are having any other problems. Our technical support number is (713) 668-0759.

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About This Manual

This manual explains how to use MultiScribe's many features to create, edit, and print stylish, professional documents. Because MultiScribe's FontEditor contains so many features of its own, it is treated separately from the rest of the program. This manual is therefore divided into three parts: an introductory chapter, three chapters dealing with MultiScribe, and three chapters dealing with FontEditor. Appendices at the end of the manual provide additional technical information.

Chapter 1, "Getting Started," explains how to start up the program and how to get around in the MultiScribe environment. This chapter should be read by everyone, but it is designed especially for anyone who has never used a mouse or mouse-based software before.

The next three chapters, "Learning MultiScribe," "Using MultiScribe," and "MultiScribe Reference," discuss the MultiScribe word processor. Chapter 2, "Learning MultiScribe," is a self-paced tutorial aimed at helping you get started with the basic word processing tasks of formatting and editing text. This chapter is especially important reading for anyone who has never used a word processor before.

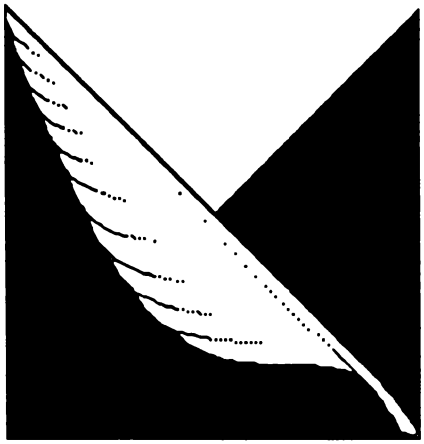
Chapter 3, "Using MultiScribe," provides detailed instructions for using all the word processing features to be found in MultiScribe. If you've used a word processor before, you might want to skip Chapter 2 and go on to Chapter 3 after reading *Getting Started.*

Chapter 4, "MultiScribe Reference," provides a summary of all the menus, commands, and dialog boxes found in the word processing portion of the MultiScribe program. Use this reference section when you need a quick, detailed description of a particular MultiScribe function.

The following three chapters deal with the MultiScribe FontEditor. Chapter 5, "Learning FontEditor," is a self-paced tutorial designed to help you begin creating fonts and editing and designing characters. This is followed by Chapter 6, "Using FontEditor," which covers in detail the various tools FontEditor provides for changing existing fonts and designing new ones. Chapter 7, "FontEditor Reference," provides a summary of menus, commands, and dialog boxes used in FontEditor.

The Glossary contains definitions for some terms you may not understand in your reading of the manual. The *Appendices* cover technical matters relating to hardware and file management not discussed elsewhere in the manual.

While we have made every effort to be thorough in explaining every aspect of MultiScribe's operation, you may want to supplement your reading of this manual with a review of the **ProDos User's Manual**, published by Apple Computer, Inc., which will greatly increase your understanding of the File Menu commands. If you are unfamiliar with mouse techniques, you should look at the tutorial program on the **MousePaint** disk, which came bundled with your AppleMouse II.



Getting Started

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Introduction

The purpose of this chapter is to get you started using MultiScribe. The first part discusses what you need to get started, material you should read and things you should know before starting up MultiScribe, and how to make backup copies of MultiScribe files.

The second part of this chapter, *Starting MultiScribe*, provides step-by-step instructions for starting up MultiScribe and explains the MultiScribe screen layout and important features of the MultiScribe environment.

In the third part of the chapter, *Mouse, Keyboard Mouse, and ⌘ Key Commands*, the three methods of user input available to you in MultiScribe -- the mouse, the Keyboard Mouse, and ⌘ key commands -- are explained in detail. If your mouse skills are rusty, there's a brief review of mouse techniques before more specific uses of the mouse in the MultiScribe environment are discussed. If you're not using a mouse -- or even if you are -- the explanations of the Keyboard Mouse and ⌘ key commands will provide you with the information you need to perform tasks quickly and easily in MultiScribe.

Chapter 1 concludes with a discussion of dialog boxes -- what they are, what they're telling you, and how to use them.

Getting Started

Getting started using MultiScribe is quick and easy. The instructions on the next few pages will get you up and running in no time.

What You Need to Get Started

MultiScribe comes on one double-sided disk. Side 1 contains ProDOS, the startup program, and FontEditor. Side 2 contains the MultiScribe program and ten different fonts you can use with MultiScribe.

To use MultiScribe, you'll need:

- √ an Apple IIc computer OR an Apple IIe computer with an extended 80 column card;
- √ the MultiScribe Master disk;
- √ blank 5 1/4" disks (MultiScribe can automatically format blank 5 1/4" disks) or ProDOS formatted 3 1/2" disks for document files;
- √ a dot matrix printer (optional).

Before You Begin...

Before you start up MultiScribe, there are a few things you should know and a few things you should do.

Reference Materials

First, you should be familiar with **The Apple ProDOS User's Manual** and **The Apple ProDOS User's Disk**, both of which came packaged with your Apple computer when you purchased it. While the **MultiScribe User's Manual** covers everything you need to know to use MultiScribe, you'll have a greater understanding of both MultiScribe and the ProDOS operating environment if you read the ProDOS manual and become familiar with the useful utility programs included on the User's Disk. With your increased understanding, you'll be able to take full advantage of everything MultiScribe has to offer.

If you're using a mouse with MultiScribe, you'll probably want to run the MousePaint tutorial included on the **MousePaint** disk that came with your AppleMouse II. If you haven't run the program before, it's an excellent introduction to the basic techniques involved in using a mouse. If you've run the tutorial before, run it again for review -- it'll serve as a good warmup for MultiScribe.

MultiScribe Terminology

You'll find that this manual uses some very familiar words in ways that are not quite so familiar to you. Some of these words are discussed below; others are defined in context later in the manual. Please take the time to read the following definitions.

document
A MultiScribe document is any text and formatting you create at one time in MultiScribe. When you save a document, it becomes a **file** on disk and has a ProDOS filename.

task
A task or **operation** is any word processing job performed by MultiScribe.

command
A MultiScribe command is any instruction you give MultiScribe to perform an operation or task.

option
Frequently, a MultiScribe command gives you a choice of several different ways it can perform a task. These choices are called options.

highlight
When something -- text, a ruler, a filename -- is highlighted, it appears in inverse video on the screen. The parts of the highlighted material which normally appear light will appear dark, and vice versa.

select
When something is highlighted in MultiScribe, it is usually selected, which means that it has been chosen as the portion of the document to receive the action of the next command.

choose
Whereas you select something to receive the action of a command, you choose a command to perform a task.

Backups

Because MultiScribe 3.0 is copy-protected, you may want to obtain a backup copy of the program. You can get a backup of MultiScribe 3.0 for a small fee by contacting StyleWare at either of the product order phone numbers listed in the inside back cover of this manual, or write to StyleWare at the address also listed on the back cover. Both protected and unprotected backups are available to registered MultiScribe owners.

You can copy MultiScribe to mass storage devices such as hard drives and 3.5-inch drives. For instructions on copying MultiScribe to a hard drive or 3.5-inch drives, see Appendix F, "Using MultiScribe with a Hard Disk Drive or 3.5-Inch Disk Drive."

MultiScribe can also be installed on your RAM drive. For information about installing and using MultiScribe on RAM drives, see appendix I, "Using MultiScribe with a RAM Drive.

Creating MultiScribe Document Disks

You'll probably want to create blank, ProDOS formatted disks on which to save your MultiScribe documents. If you're using 5 1/4" drives, you can have MultiScribe automatically format your disks using the Save or Save As commands (see "Saving a Document with No Room on Disk" in Chapter 3, "Using MultiScribe"). If you're using 3 1/2" drives, you'll want to use either the Apple II System Utilities or the Copy II Plus utilities to format some blank data disks.

If you're using the utilities on the **ProDOS User's Disk** (version 1 of the Apple II System Utilities), choose the "F - FORMAT A VOLUME" command from the VOLUME COMMANDS menu of the Filer utility. If you're using the Apple II System Utilities (version 2 of the Apple II System Utilities), choose "6. Format a Disk" from the main menu. If you're using the Copy II Plus utilities, choose "FORMAT DISK" with the "PRODOS" option from the main menu.

Starting MultiScribe

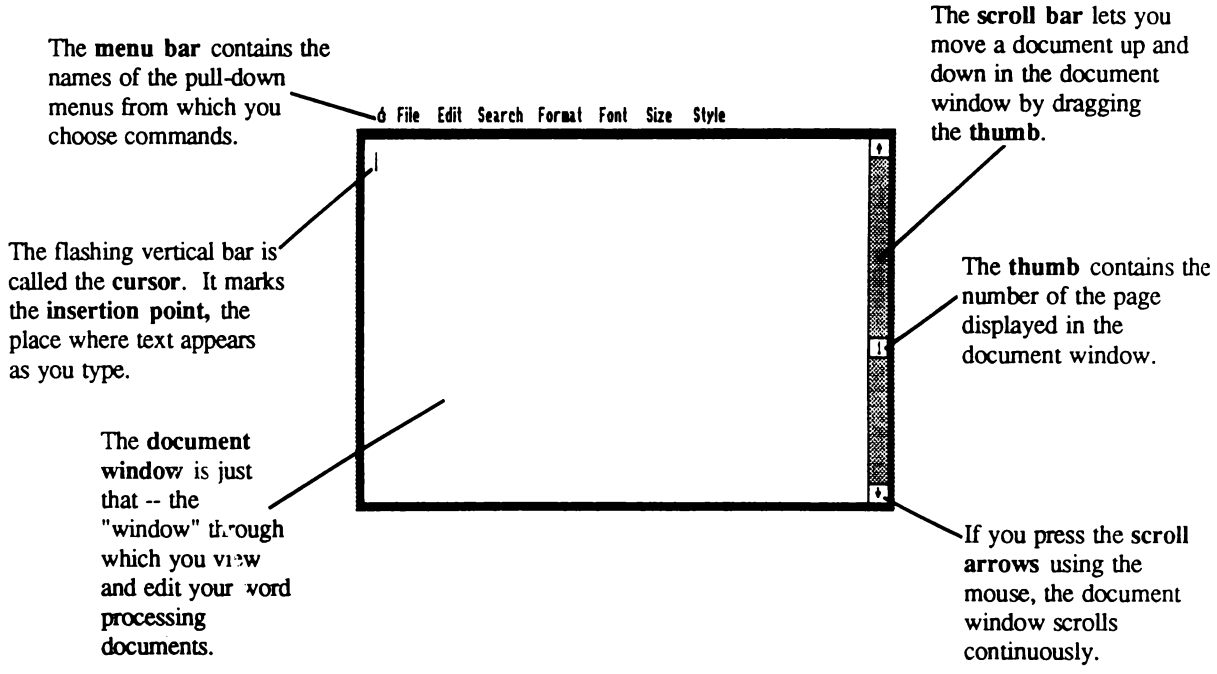
⇒ **Insert the MultiScribe disk, side 1 facing up, into your disk drive and close the drive door.**

⇒ **Turn on your Apple computer and your monitor.**

The drive starts whirring, and, a few seconds later, the MultiScribe title screen appears. If you're using a 5 1/4" drive, a message appears a few moments later, asking you to insert side 2 and press Return.

⇒ ***If you're using a 5 1/4" drive*, take the MultiScribe disk out of the disk drive, turn it over so that side 2 faces up, and place it back in the drive. Close the drive door and press Return.**

The drive starts whirring again. The screen clears, and after a few moments your screen looks like this:


The **menu bar** contains the names of the pull-down menus from which you choose commands.
File Edit Search Format Font Size Style
The **scroll bar** lets you move a document up and down in the document window by dragging the **thumb**.
The flashing vertical bar is called the **cursor**. It marks the **insertion point,** the place where text appears as you type.
The **thumb** contains the number of the page displayed in the document window.
The **document window** is just that -- the "window" through which you view and edit your word processing documents.
If you press the **scroll arrows** using the mouse, the document window scrolls continuously.

This is the MultiScribe document window, through which you'll create and edit text.

Mouse, Keyboard Mouse, and ⌘ Key Commands

MultiScribe works with two input devices -- the keyboard and the mouse -- and lets you perform each of its word processing operations at least two, and sometimes three, different ways. The next part of this chapter explains how to use both the mouse and the keyboard to edit text and choose commands. If you're using a mouse, you'll want to read the next three sections below, since you can combine mouse and keyboard actions and may find it useful at times to do so. If you're using the keyboard only, just read sections 2 and 3, which discuss different ways of choosing commands with the keyboard.

1. Using the Mouse

If you've run the tutorial that comes on the MousePaint disk, you're probably familiar with the basic techniques involved in using the mouse and will want to skim down to the discussion on choosing commands from the menus. If you don't have the MousePaint tutorial or if you're using a mouse other than an Apple mouse, you'll want to read the next section carefully, experimenting with your mouse as you read.

Moving the Pointer

Notice the arrow in the upper left corner of your screen. This is called the **pointer**.

⇒ **Move your mouse on a clean, flat surface, watching the pointer as you move the mouse.**

The pointer moves on the screen in the direction that you move the mouse. When you move the pointer in the menu bar and scroll bar, it remains an arrow, but it changes to an **I-beam** when you move it into the document window.

Pointer Types

As you'll see later, the I-beam is shaped like the insertion point and is useful for helping you insert, delete, and edit text. It becomes an arrow when you need to point it at something you want to click on, drag, or select (see "Review of Mouse Techniques" on the next page). As you'll see later, the pointer also becomes a wristwatch when you're performing an operation -- such as printing -- that takes time.

You'll use the **arrow** to choose commands from the menu bar, specify options, and activate the scroll bar.

With the **I-beam**, you'll set the insertion point and select text in the document window for editing, deleting, and replacing.

The **wristwatch** tells you MultiScribe is performing an action which takes a few moments to complete.

Review of Mouse Techniques

To use your mouse with MultiScribe you'll only need to know these techniques:

- **Clicking**, to choose an option, place an insertion point in text, or confirm an operation.
- **Double-clicking**, quickly clicking the mouse button twice, allows you to select document and font files in scroll windows.
- **Pressing**, to effect a continuous action.
- **Dragging**, to continuously select something (like text) or choose a command from a menu.

To Click

⇒ **Position the pointer on the place in text or option you want to choose.**

⇒ **Press and quickly release the mouse button.**

In MultiScribe, clicking is usually used for selecting options and placing the insertion point at a specific place in text. **Double-clicking**, quickly clicking the mouse button twice, is used to select and deselect document and font files in scroll windows.

To Press

⇒ **Position the pointer.**

⇒ **Press and hold down the mouse button without moving the mouse.**

You press rather than click when you need to cause a continous action. The effects of pressing continue until you release the mouse button.

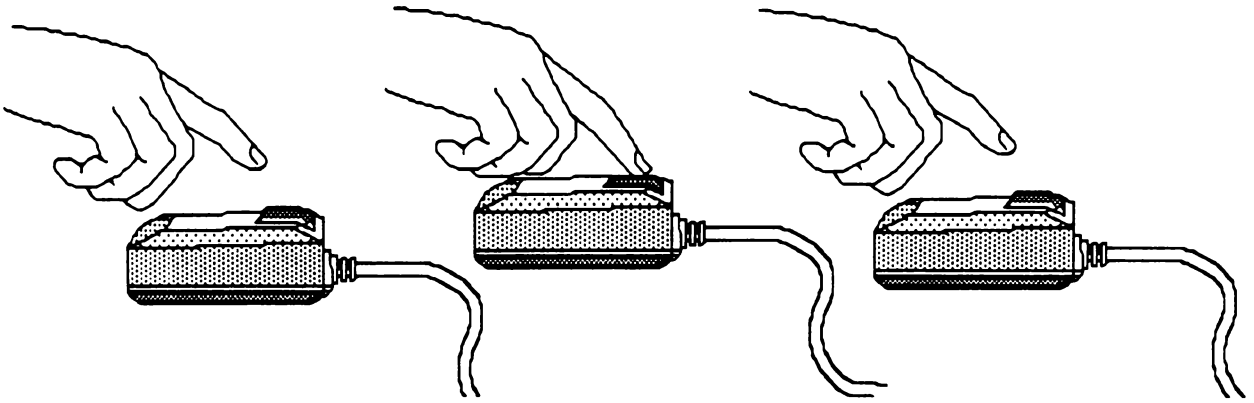
To Drag

⇒ **Position the pointer.**

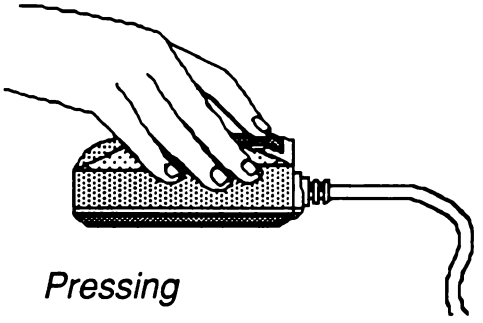
⇒ **Press and hold down the mouse button while moving the mouse.**

⇒ **Release the mouse button.**

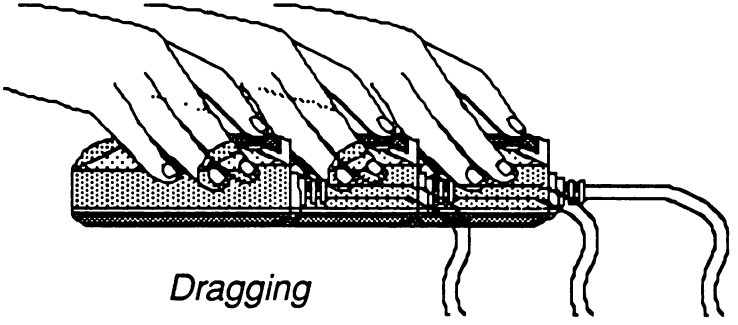
To cancel a drag in progress, move the pointer back to the place where you began the drag before releasing the mouse button.



Clicking



Pressing



Dragging

Using a Mouse: Pulling Down a Menu

Next you'll use clicking, pressing, and dragging while learning one method of choosing commands in MultiScribe -- pulling down a menu.

You'll begin by **pressing** to look at a menu.

At the top of the screen is the menu bar, which contains the names of the menus from which you'll choose commands.

Pressing: Looking at the File Menu

⇒ **Use the mouse to position the pointer on the word "File" in the menu bar.**

⇒ **Press the mouse button and hold it down. Look over the File Menu.**

The first line on the menu contains the word "Untitled." This is where the title of your document appears -- and MultiScribe is telling you that your current document has not yet been given a name.

⇒ **Release the mouse button.**

Pressing on a menu title causes that menu to be displayed or "pulled down." When you release the mouse button, the menu disappears.

Each MultiScribe menu contains commands grouped together by the type of task they perform: all the commands on the File Menu, for example, deal with opening, saving, and printing files. You can think of the menu bar as a collection of file drawers containing all the tools you need to create and edit documents. When you pull down a menu, you "open a drawer" to choose a particular tool.

Dragging: Inverting the Screen

Next, you'll choose a command by **dragging**.

⇒ **Position the pointer on the character on the menu bar and press the mouse button.**

The Menu, containing miscellaneous commands, is pulled down.

⇒ **Drag the pointer down the Menu until the words "Invert Screen" are highlighted.**

⇒ **Release the mouse button.**

As you drag the pointer over a command on a menu, it becomes highlighted, indicating that it is the currently selected command. Releasing the mouse button while a command is selected *chooses* the command and performs the action associated with it.

You've just chosen the Invert Screen command, which reverses the way the background and characters appear on the screen. In this case, you've changed the screen to light characters on a dark background. Choosing Invert Screen again returns the screen to dark characters on a light background.

Clicking on a Button to Confirm an Operation

Next, you'll learn how to click to confirm an action.

⇒ **Pull down the Menu and choose About MultiScribe.**

A box appears inside the document window. Boxes like this are called **dialog boxes**, and they appear in MultiScribe whenever you're performing an operation which calls for additional information, a choice of several options, or your approval before proceeding. Here the dialog box appears to complete the command you've chosen by providing you with information about MultiScribe. The box tells you the version number of the program, the authors of MultiScribe, and the amount of memory left for the current document.

At the bottom of the dialog box is another box containing the word "OK." Little boxes like this are called **buttons** in MultiScribe. When you "press" a button by clicking on it, you perform the action associated with the word on it. It's as if the mouse button becomes a physical extension of the button on the screen.

Here you'll tell MultiScribe that you're finished reading about MultiScribe by clicking on the OK button.

⇒ **Position the pointer on the OK button and click the mouse button.**

The dialog box disappears.

To sum up what you've learned so far about using the mouse with MultiScribe:

- √ The mouse allows you to perform tasks through the use of a pointer.
- √ The pointer appears in three different forms on the screen -- as the arrow, the I-beam, and the wristwatch.
- √ There are three basic mouse techniques used to perform tasks in MultiScribe -- clicking, pressing, and dragging.
- √ You pull down menus by pressing.
- √ You choose commands from menus by dragging.
- √ You click on buttons to confirm a choice or perform an action.
- √ The Invert Screen command reverses the way characters and background appear on the screen.
- √ The About MultiScribe command tells you about the version number and authors of the program, as well as how much memory is left for the current document.

Next, you'll learn how to perform the exact same tasks -- with the keyboard.

2. Using the Keyboard Mouse

A mouse is an extremely handy input device, but not everyone owns one, and some people prefer not to use one. For those people who don't use a mouse, MultiScribe implements what's called the Keyboard Mouse -- a group of keyboard keys used together in a special way to imitate the way the mouse lets you perform tasks, like choosing commands from pull-down menus. If you do use a mouse, you can still use the Keyboard Mouse as well, and at times you may find it convenient to do so.

Choosing Commands with the Keyboard Mouse

To choose a command with the mouse, you first use the mouse to pull down a menu. To pull down a menu with the Keyboard Mouse, you must first activate the menu bar.

⇒ **Press the Esc key.**

A menu appears under the character, which is highlighted, indicating that that menu is selected. You've just "pulled down" the Menu. The first choice on the menu, About MultiScribe, is highlighted.

Pressing the Esc key activates, or turns on, the menu bar.

⇒ **Press the Esc key again.**

The Menu disappears.

Pressing the Esc key a second time deactivates, or turns off, the menu bar. The Esc key is like a **toggle** -- an on/off switch -- for the menu bar.

⇒ **Press the Esc key.**

The Menu is again pulled down.

The last menu displayed when you deactivate the menu bar is the menu which will be displayed when the menu bar is again activated.

⇒ **Press the ↓ key.**

The second command on the Menu, Invert Screen, is highlighted.

⇒ **Press the ↓ key again.**

The third command on the menu, Printer Setup, is highlighted.

⇒ **Press the ↑ key.**

The Invert Screen command is again highlighted.

The ↑ and ↓ keys let you move up and down through a menu. When a command appears highlighted on a menu, that command is the **currently selected command**, which means that the action associated with the command will be performed if you confirm the command by **choosing** it. When you're using a mouse you choose a command by releasing the mouse button while the command is selected. When you're using the Keyboard Mouse, you choose a command by pressing the Return key while the command is selected.

⇒ **Press Return.**

The Menu disappears and the dark and light portions of the screen are reversed so that light characters appear on a dark background.

Congratulations -- you've just chosen the Invert Screen command, which, as you can see, reverses the way things are displayed on your screen. Some people prefer light characters on a dark screen; some prefer a light screen with dark characters. Now you know how to adjust the screen display to suit your preference.

For now, however, let's return the screen to the way it was before you chose the Invert Screen command.

⇒ **Press Esc.**

The Menu is pulled down.

⇒ **Press the ↓ key.**

The Invert Screen command is highlighted.

⇒ **Press Return.**

The Menu disappears and the screen again shows dark characters on a light background.

Pulling Down Menus with the Keyboard Mouse

So far, each time you've activated the menu bar, you've seen only the ⌘ Menu displayed. Next you'll use the Keyboard Mouse to look over some of the menus.

⇒ **Press Esc.**

The ⌘ Menu is pulled down.

⇒ **Press the → key.**

The word "File" is highlighted, indicating that that menu is selected. The File Menu is pulled down.

The first line in the File Menu contains the word "Untitled." This is where the title of your document appears -- and MultiScribe is telling you that your current document has not yet been given a name.

⇒ **Press the ← key.**

The File Menu disappears and the ⌘ Menu is pulled down. About MultiScribe is selected.

When the menu bar is activated, the ← and → keys let you move from title to title on the menu bar, pulling down each menu as it's selected.

You've just learned all you need to know about the Keyboard Mouse for now. Of course, there's more to know -- for example, how to use the Keyboard Mouse to select text the way you select text with a mouse. For now, however, you know enough.

Before you go on to the next section,"Using the ⌘ Key Commands," you should know about the Keyboard Mouse and dialog boxes.

⇒ **Press Return to choose About MultiScribe.**

If you read section 1,"Using the Mouse," you know that the box displayed is called a **dialog box**. If you're not using a mouse and didn't read section 1, you should know that a dialog box is a message displayed by MultiScribe whenever you're performing a task which requires additional information or your approval before proceeding.

Here the dialog box gives you the information you've requested by choosing the command About MultiScribe. About MultiScribe tells you the version number and authors of the program as well as the amount of memory remaining for the current document. It will stay on the screen until you confirm that you've finished reading the message by pressing Return.

⇒ **Press Return.**

The dialog box disappears.

Let's summarize what you've learned using the Keyboard Mouse:

√ Pressing the Esc key activates the menu bar. The menu bar remains activated until you press the Esc key again or choose a command.

√ You choose a command by:

1) Using the ↑ and ↓ keys to select a command on a pull-down menu;

2) Pressing Return to confirm your choice of the selected command.

√ You move from menu to menu with the ← and → keys.

√ The Invert Screen command reverses the way characters and background are displayed on the screen.

√ About MultiScribe tells you about the version number and the authors of the program, as well as the amount of room in memory left for the current document.

⇒ **Before going on, practice using the Keyboard Mouse to look at each of the menus.**

In the next section, you'll learn about the ⌘ Key equivalents for the pull-down menu commands.

Using the ⌘ Key Commands

While looking over the menus, you may have noticed that some of the commands on some of the menus appear dimmed.

⇒ **Pull down the Edit Menu.**

For example, on the Edit Menu the commands Cut and Copy appear dimmed, whereas the Paste command is displayed normally. Commands that you can't use right now are dimmed on the menu and can't be selected or executed. Cut and Copy can't be used right now because they require that you select text to cut or copy and you have no text in the document window. Paste, on the other hand, copies the contents of the Clipboard into the document window, and is always usable.

While you have the Edit Menu pulled down, notice the characters to the right of each of the commands on the menu. These are called ⌘ Key Commands, and they represent the **keyboard equivalents** of the commands on the menu. These are the keys you press on the keyboard to effect commands without using the pull-down menus at all. To perform the Cut command without pulling down the Edit Menu, for example, you would hold down the ⌘ key (or the key) and press the X key.

Most of the Apple Key Commands have been assigned characters which are easy to associate with the action they perform. Copy, for example, is ⌘C. Cut, which removes text, is ⌘X -- the text is "X-ed out." Paste, which inserts text into the document window, is ⌘V-- and the V symbol is a copyreader's symbol which means, "insert additional material between these characters." Also, each of these commonly used commands is located close to the ⌘ key on the second row from the bottom of the keyboard, and so can be typed easily using one hand.

Most of the commands have easily remembered ("mnemonic") characters associated with them. There are only 26 letters of the alphabet, however, and not every command could simply be given the first letter of the command name. Also, there are ⌘ key commands for scrolling text which are not located on any of the menus. For your convenience, therefore, there's a chart in Appendix E, "Keyboard Commands," which lists each command with a keyboard equivalent, the action performed by the command, and a handy tip for remembering the command.

Dialog Boxes

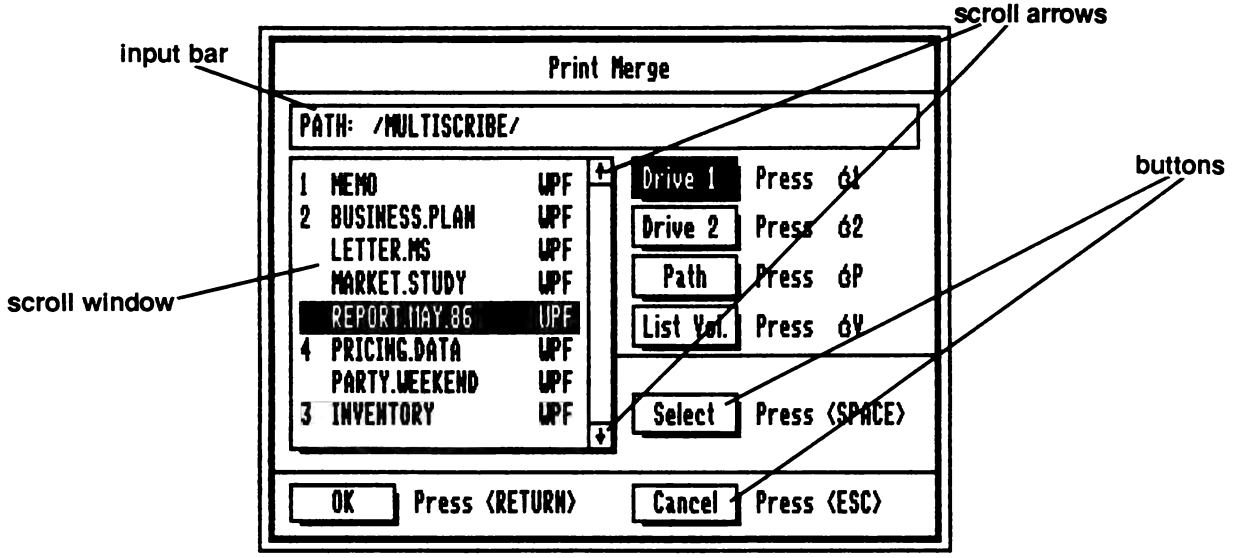
When you chose the About MultiScribe command, a dialog box was displayed on the screen until you clicked on the OK button (or pressed Return) to indicate that you were finished with the message. MultiScribe uses dialog boxes to obtain information from you or to get your approval before performing an action.

The About MultiScribe dialog box is pretty much a typical dialog box -- it provides information and requests your input before disappearing from the screen. Some dialog boxes use methods other than buttons to get information from you. This section will examine each of these input methods by reviewing one command which uses two dialog boxes -- the Print Merge command, located on the File Menu. Combined, these two dialog boxes demonstrate practically every method used by MultiScribe dialog boxes to obtain your input.

The actual function of Print Merge is to allow you to link files together for printing documents, but that will be discussed in a later chapter. What is important for now is the way the Print Merge dialog boxes work.

⇒ **Choose Print Merge from the File Menu.**

The first dialog box appears.

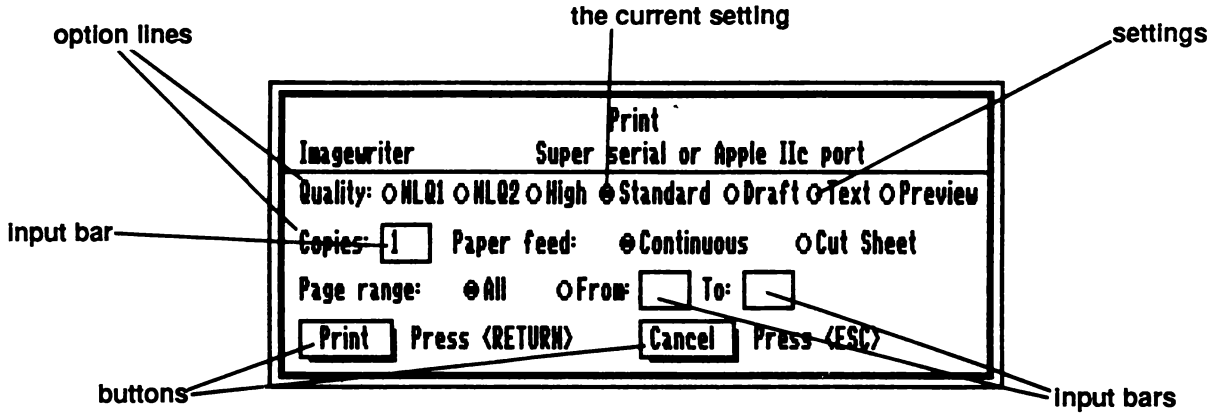


At the top of the dialog box is the PATH **input bar**. Input bars allow you to type in information. When you click on the input bar with the mouse, click on the PATH button, or press ⌘P, the insertion point appears in the input bar, allowing you to type.

The large box on the left is called a **scroll window**. Scroll windows contain information, usually in lists, which you scroll up and down by clicking on the scroll arrows or by pressing the ↑ and ↓ keys. The document window, for example, is a large scroll window. When a path is selected, the Print Merge scroll window normally contains a list of filenames.

Once you've provided the necessary information, the **buttons** on a dialog box either confirm a decision, perform an action based on your input, or allow you to cancel the operation altogether. On this dialog box, for example, the OK button tells MultiScribe that you've finished providing the information requested by the first dialog box and that you're ready to go on to the next one.

⇒ **Click on the OK button or press Return.**



A second dialog box appears.

Like the previous one, this dialog box contains buttons and input bars. However, this dialog box also contains yet another device used by MultiScribe to obtain your input -- the **option line**.

An option line consists of multiple **settings** -- empty circles to the left of the options they represent -- which you mark to indicate a choice among several options. The Quality option line in this dialog box, for example, gives you the choice of having your document printed in Text, Draft, Standard, or High quality, NLQ1 (**near letter quality**), or NLQ2 (also near letter quality) print mode. The **current setting** is marked.

To mark a setting:

- **If you're using a mouse**, click on the setting.

- **If you're using keyboard controls**, press the ↑ and ↓ keys to move up and down between option lines. The selected setting flashes. Use the ← and → keys or Tab and ⇧Tab keys to move left and right among settings. When the setting you want to mark is chosen (it will be flashing), press the space bar.

Some options, like Page Range, combine settings and input bars.

Since you have no document files to print, you'll want to cancel this operation. Canceling an operation simply returns you to what you were doing before you began the operation.

⇒ **Click on Cancel or press Esc.**

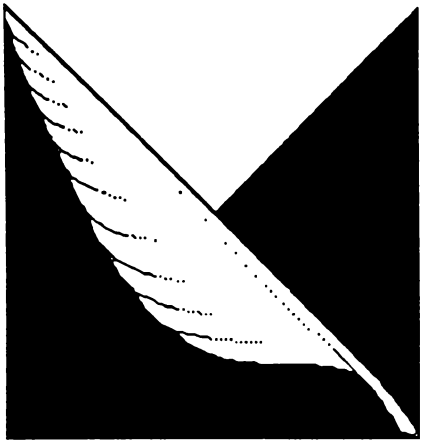
The dialog box disappears.

Summary

In this chapter you've covered everything you need to know to start learning how to use MultiScribe. You've learned how to:

- √ start up MultiScribe;
- √ make backups of MultiScribe;
- √ use the mouse and/or Keyboard Mouse to perform tasks;
- √ choose commands from the menus;
- √ choose commands with keyboard equivalents;
- √ provide information to the program through dialog boxes.

In the next chapter, "Learning MultiScribe," you'll start learning the basics of word processing with MultiScribe. If you have questions about how to perform a specific task, refer to Chapter 3, "Using MultiScribe." If you have questions regarding a specific command, see Chapter 4, "MultiScribe Reference."



Learning MultiScribe

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Introduction

This chapter will teach you the basics of word processing with MultiScribe. The first part, *Creating Text* , discusses the insertion point and shows you how to insert text. You'll learn how word processors use word wraparound to give your typing greater speed and efficiency. You'll also learn how to delete what you've just typed and how to use carriage returns to insert blank lines.

The second part of Chapter 2, *Formatting Text*, discusses the various ways you can arrange your writing on a page and shows you how to use margins and tabs, as well as more advanced features like multiple line spacing, justification, and centering.

In the third section, *Editing Text*, you'll learn how to select text and how to insert over, delete, copy, and replace selected text. You'll also learn how to change the style of your text by changing the fonts, font styles, and sizes.

Chapter 2 concludes with a short exercise in which you'll create and edit a short business letter using your new MultiScribe word processing skills.

Creating Text

The MultiScribe feature that you will use most frequently in creating documents is inserting, or typing your text.

Typing at the Insertion Point

Notice the blinking bar at the top left of your screen. This is called the **cursor**. It marks the **insertion point**, or the location in your text at which you'll be typing. Everything you do to your text -- inserting, editing, or deleting text -- is done at the insertion point. When you start a new document, the insertion point is always placed at the top left of your page.

⇒ **To see how the insertion point works, type in the following sentence:**

A penny saved is better than nothing.

Notice that when you press a key the letter appears on the left side of the insertion point. When you type, your text appears wherever the insertion point is located on your screen.

Inserting Text

The insertion point controls where your text is placed on the screen. You, however, control where the insertion point appears on the screen. By moving the insertion point, you can add a word to the middle of a sentence or a sentence to the middle of a paragraph.

Let's insert some words into the middle of the sentence you just typed.

In order to move the insertion point to the place in your document where you wish to insert text:

If You're Using a Mouse

You'll use the mouse to move the I-beam (the vertical bar that looks like the letter "I") to the place in the document where you wish to insert text.

⇒ **Move the I-beam to the left of the word "better" and click the mouse.**

If You're Using the Keyboard

Use the ←, →, ↓, and ↑ keys located at the lower right of your keyboard to move the insertion point to the place in your document where you want to insert text.

⇒ **Press the ← key until the insertion point is to the left of the word "better."**

⇒ **Type the words "a little" and press the space bar.**

The words "a little" are inserted into your text.

If you're using a mouse, notice that while you type, the I-beam disappears. Move the mouse again, and the I-beam reappears.

Look at your text. The insertion point is now located in the middle of your sentence. In order to type another sentence, you must move the insertion point to the end of your first sentence.

If You're Using a Mouse

⇒ **Move the I-beam to the right of the period at the end of your sentence and click the mouse button.**

If You're Using the Keyboard

⇒ **Press the → key until the insertion point is located to the right of the period at the end of your sentence.**

The cursor is now at the end of the first sentence.

⇒ **Press the space bar twice and type the following sentence:**

Unfortunately, a penny won't buy much.

The new sentence is inserted after the first sentence, and the insertion point is now located at the end of the second sentence.

You can move the insertion point to any location in your text. Remember, the insertion point marks where your text will appear.

Word Wraparound

When you typed the second sentence, the whole sentence didn't fit on the first line, and the words that didn't fit *wrapped around* to the line below. This is called, naturally, **word wraparound.**

Word wraparound is a word processing feature that automatically moves the insertion point and the word that you're typing from the right margin to the beginning of the next line. With this feature, you don't have to press the Return key when your text is at the right margin.

⇒ **With the insertion point located at the end of the second sentence, press the space bar twice, and type the following text without pressing the Return key.**

Nowadays, you'll need a lot of pennies to buy anything at all. To buy a hamburger and french fries you'll need approximately 400 pennies. Luckily, we have currencies other than pennies, which makes life easier -- especially for hamburger stand owners.

NOTE: Always allow MultiScribe to word wrap text at the right margin. Press the Return key only at the end of a paragraph or when skipping a line.

MultiScribe uses word wraparound to adjust your text whenever you make a change involving more than one line of text. For example, word wraparound adjusts your text when you insert or delete words or change the margins.

Let's see how word wraparound adjusts your text as you insert characters.

If You're Using a Mouse

⇒ **Position the I-beam to the left of the word "Luckily" and click the mouse once.**

If You're Using the Keyboard

⇒ **Move the insertion point to the left of the word "Luckily."**

⇒ **Type the following sentence and press the space bar twice.**

That's a lot of pennies!

The sentence is inserted into your document. MultiScribe has reformatted the paragraph to make room for the added text. If you press the Return key at the end of each line in a paragraph, MultiScribe will not reformat your text when you add or delete words.

Using the Delete Key

The Delete key moves the insertion point backwards, removing text one letter at a time from your screen. Use the Delete key to delete mistakes.

If You're Using a Mouse

⇒ **Position the I-beam at the end of the last sentence and click the mouse.**

If You're Using the Keyboard

⇒ **Use the arrow keys to move the insertion point to the end of the last sentence.**

⇒ **Press the Delete key until the entire last sentence is deleted.**

The insertion point moves backwards, deleting text one letter at a time.

MultiScribe word wraparound reformats the paragraph. Notice that when the number of characters to the left of the insertion point equals the number of spaces available for characters at the end of the line above, the remaining characters on the line and the insertion point move up to the end of the line above. This is called **word wrap up**.

Carriage Returns: the Return Key

The Return key is used to end paragraphs, skip lines, and when typing text which ends before the right margin. MultiScribe considers a paragraph to be any amount of text -- from several pages to one character -- followed by a carriage return.

If You're Using a Mouse

⇒ **Position the I-beam at the end of the paragraph and click the mouse.**

If You're Using the Keyboard

⇒ **Use the arrow keys to move the cursor to the end of the paragraph.**

⇒ **Press the Return key once.**

You've started a new paragraph. The insertion point is now at the left margin, one line below your first paragraph.

⇒ **Type the following list. Press the Return key after each word in the line.**

nickels
dimes
quarters

> **NOTE:** If you hold the Return key down too long, the key repeats, putting in unwanted carriage returns. If you have too many lines after pressing the Return key, simply press the Delete key. Unwanted carriage returns are removed.

Formatting Text

You format text in MultiScribe by using rulers to set margins and tabs, line spacing, and text justification.

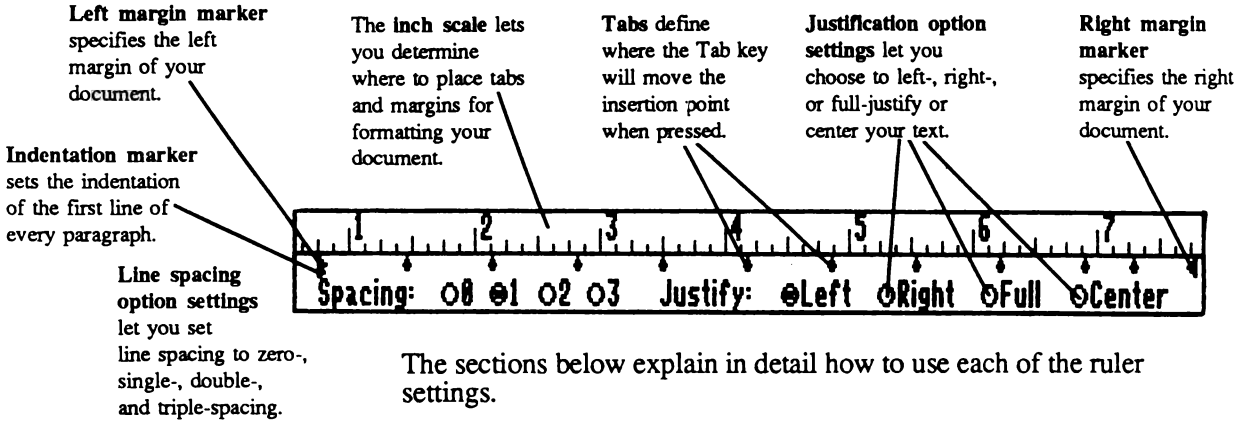
Rulers

To set the formats for your text, MultiScribe uses rulers that contain various format specifications. MultiScribe starts each new document with a ruler located at the top of the page.

To see the ruler, you'll use the Show Rulers command.

⇒ **Choose Show Rulers from the Format Menu or press the ⌘ and M keys simultaneously.**

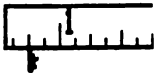
The ruler appears at the top of the page. When the ruler is visible, you can change the various ruler formats.


Left margin marker specifies the left margin of your document.
Indentation marker sets the indentation of the first line of every paragraph.
Line spacing option settings let you set line spacing to zero-, single-, double-, and triple-spacing.
The **inch scale** lets you determine where to place tabs and margins for formatting your document.
Tabs define where the Tab key will move the insertion point when pressed.
Justification option settings let you choose to left-, right-, or full-justify or center your text.
Right margin marker specifies the right margin of your document.
Spacing: 00 01 02 03 Justify: Left Right Full Center

The sections below explain in detail how to use each of the ruler settings.

Setting the Indentation Marker

The second marker located on the left side of the ruler is the indentation marker. This marker is a small straight line with a triangle on the bottom right side of the line. When you first start up MultiScribe, the indentation marker is on top of the left margin, and together the two settings look like this:



The indentation marker tells MultiScribe to indent the first line of every paragraph. To move the indentation marker:

If You're Using a Mouse

⇒ **Move the mouse into the ruler.**

The pointer changes from an I-beam to an arrow.

⇒ **Drag the indentation marker to the 1 1/4 " mark.**

The indentation marker moves to the 1 1/4 inch mark.

⇒ **Move the pointer back into your text.**

The pointer once again becomes an I-beam.

Notice that your text isn't changed until you move the pointer out of the ruler. MultiScribe lets you make multiple formatting changes at one time by waiting for you to move the pointer out of the ruler before redrawing the screen.

If You're Using the Keyboard

⇒ **Press the ↑ key to move upward through your text until the cursor is located on the left margin marker (the triangle located at the far left side of the ruler).**

> NOTE: The cursor will always move to the left margin marker first when you move the cursor to the ruler. When the cursor is in the ruler, the insertion point disappears from the document.

The left margin flashes when the cursor moves onto it.

⇒ **Press the → key once to position the cursor on the indentation marker.**

The indentation marker blinks when the cursor is placed on it.

⇒ **Holding down the ♁ or ♁ key, press the → key until the indentation marker moves to the 1 1/4" mark on the ruler's inch scale.**

The indentation marker moves to the right each time you press the → key. To move the setting selector -- in this case the indentation marker -- to the right in greater increments, press the ↑ key while holding down the ♁ or ♁ key.

⇒ **Press the ↓ key twice to move the cursor from the ruler to your text.**

The insertion point returns to your text.

Look at your text. The first line of your first paragraph has shifted to the right, as have each of the words below it (remember, MultiScribe treats any text -- even a single word -- followed by a carriage return as a paragraph). Each time you move the indentation marker, your text will be readjusted accordingly.

> NOTE:
> Remember, in order for MultiScribe to reformat your text according to the format options on the ruler, you must move the pointer or cursor from the ruler to your text. This way, MultiScribe allows you to make as many format changes in the ruler as you want before your text is actually reformatted.

Setting Margins

There are two margin markers on the ruler. The left margin marker is the triangle located on the far left of the ruler. This marker tells MultiScribe where to begin the text on the left margin.

The right margin marker is a triangle located on the far right of the ruler. This marker tells MultiScribe where to end text on the right margin.

To change the left margin:

If You're Using a Mouse

⇒ **Drag the left margin marker to the 1 " mark on the ruler's inch scale.**

⇒ **Move the pointer from the ruler to your text.**

If You're Using the Keyboard

⇒ **Move the cursor to the left margin marker.**

⇒ **As you hold down the ⌘ or ◆ key, press the → or ↑ key until the cursor's positioned on the 1 inch mark on the ruler's inch scale .**

The left margin marker moves to the right each time you press the → key.

⇒ **Press the ↓ key twice to move the cursor back to your text.**

The left margin narrows and your text is reformatted accordingly.

To change the right margin:

If You're Using a Mouse

⇒ **Drag the right margin marker to the 7 inch marker on the ruler's inch scale.**

⇒ **Move the pointer from your ruler back into your text.**

If You're Using the Keyboard

⇒ **Move the cursor into the ruler.**

⇒ **Press the → key until the cursor moves to the right margin marker.**

The cursor moves over each of the tab stops on the ruler as you press the → key. The right margin marker flashes when the cursor is on it.

⇒ **As you hold down the ⍁ or ⌘ key, press the ← key until the right margin marker is set at the 7 " mark on the inch scale.**

The right margin marker moves to the left each time you press the ← key. To move the selected setting -- in this case the right margin marker -- to the left in greater increments, press the ↓ key while holding down the ⍁ or ⌘ key.

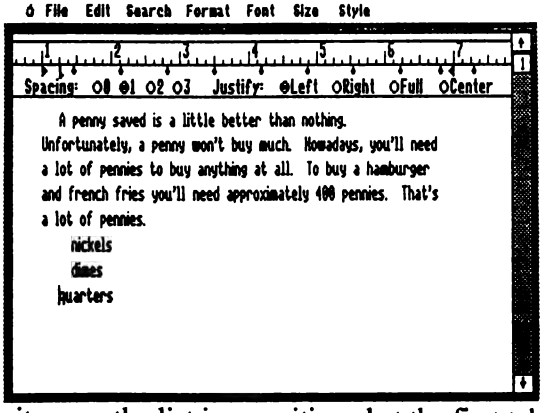
⇒ **Press the ↓ key twice to move the cursor back into your text.**

The right margin is moved to the left, narrowing your text.

Setting Tabs

MultiScribe provides you with ten tab stops per ruler. These tab stops are the diamond-shaped markers located at even intervals along the ruler. Each time you press the Tab key, the cursor jumps to the next tab stop.

⇒ **Place the insertion point at the beginning of each item on your list and press the Tab key at the beginning of each item.**


File Edit Search Format Font Size Style
Spacing: 0 1 2 3 Justify: Left Right Full Center
A penny saved is a little better than nothing.
Unfortunately, a penny won't buy much. Nowadays, you'll need a lot of pennies to buy anything at all. To buy a hamburger and french fries you'll need approximately 400 pennies. That's a lot of pennies.
nickels
dimes
quarters

Each item on the list is repositioned at the first tab stop.

⇒ **Repeat this procedure until each of the items is repositioned at the second tab stop.**

Now let's move the second tab stop to another location.

If You're Using a Mouse

⇒ **Drag the second tab stop to the 2 1/2" mark on the ruler's inch scale.**

The tab stop moves to the right with the pointer.

⇒ **Move the pointer back into your text.**

If You're Using the Keyboard

⇒ **Move the cursor to the ruler and press the → key until the cursor is positioned on the second tab stop.**

The tab stop flashes when the cursor is placed on it.

⇒ **As you hold down the ♁ or ♁ key, press the → key or ↑ key until the tab stop is moved to the 2 1/2" inch mark.**

The tab stop moves to the right each time you press the → or ↑ key.

⇒ **Press the ↓ key twice to move the cursor back to your text.**

The list of currencies moves to the right with the new positioning of the tab stop.

You can move the tab stops at any time. Any text that you've set at a tab stop will automatically move with the tab stop when it's moved.

> **NOTE**: If you hold the Tab key down too long, the key repeats. If the cursor jumps too many tab stops, simply press the Delete key.

Line Spacing

This feature determines how many blank lines will be placed between each line of text. MultiScribe presets the ruler for single-spacing.

Each ruler contains four line spacing option settings. The first setting is shown on the ruler as a "0." This option, zero-spacing, fits the top of each letter on one line directly below the bottom of the letters on the line above. This option can be used with special fonts, such as border fonts, which consist of characters which must be placed directly on top of one another.

The second option is single-spacing, which puts a small amount of space between lines. This setting is shown as a "1" on the ruler.

The third spacing option is double-spacing, which doubles the amount of space between lines of text. This option setting is shown as a "2" on the ruler.

The fourth option is triple-spacing, which triples the amount of space between each line of text. This is shown as a "3" on the ruler.

Let's see how line spacing works.

If You're Using a Mouse

⇒ **Click on the "2" spacing option setting on the ruler.**

A "•" appears inside the "2" spacing option setting, indicating that MultiScribe is now set to double-spacing.

⇒ **Move the pointer from the ruler to your text.**

If You're Using the Keyboard

⇒ **Move the cursor to the ruler and press the ↓ key once.**

⇒ **Use the → key to move the cursor onto the "2" spacing option setting.**

The cursor moves to the spacing options. The setting in front of the "2" spacing option flashes as the cursor is placed on it.

⇒ **Press the space bar.**

A "•" appears inside the "2" spacing option setting, indicating that MultiScribe is set to double-spacing.

⇒ **Press the ↓ key to move the cursor back into your text.**

MultiScribe adjusts your text to double line spacing.

You can change the line spacing at any time. MultiScribe adjusts the text accordingly.

Justification

This feature determines the alignment of your text. There are four justification options on the ruler: left, right, full, and center.

> **NOTE:** Because right and full justification and centering take too long to display, you'll be unable to see how these options readjust your text on the screen. When you print your document, however, it will be formatted according to the specified justification settings.

Left Justify

MultiScribe presets the ruler to left justification. All text is aligned flush against the left margin, and the text is uneven on the right margin.

Right Justify

All text is aligned flush against the right margin, and the text is uneven on the left margin.

Full Justify

The text is spaced evenly across each line, aligning it at both margins.

Center

The text is centered on each line between the margins.

Let's use the Center option to center your text on the page.

If You're Using a Mouse

⇒ **Click on the Center option setting.**

A "•" appears inside the Center option setting, indicating that it's the new text justification setting.

⇒ **Move the pointer back into your text.**

If You're Using the Keyboard

⇒ **Move the cursor into the ruler and press the ↓ key.**

⇒ **Press the → key until the Center option setting flashes.**

The cursor is placed on the center justification option setting when it flashes.

⇒ **Press the space bar key.**

A "•" appears inside the Center option setting, indicating that it's the new text justification setting.

⇒ **Press the ↓ key to move the cursor back into your text.**

When you choose Center, your text will be centered on the page when you print. Remember, you won't see centering — or right and full justification — on the screen.

Scrolling

Scrolling is a feature that lets you move your text up and down on the screen so you can bring any part of your document into view. **If you're using a mouse**, scrolling is done with the use of the scroll bar. **If you're using keyboard controls**, scrolling is done with the ⌘> and ⌘< keys, and the ⌘1-⌘9 keys.

Let's take a look at scrolling text.

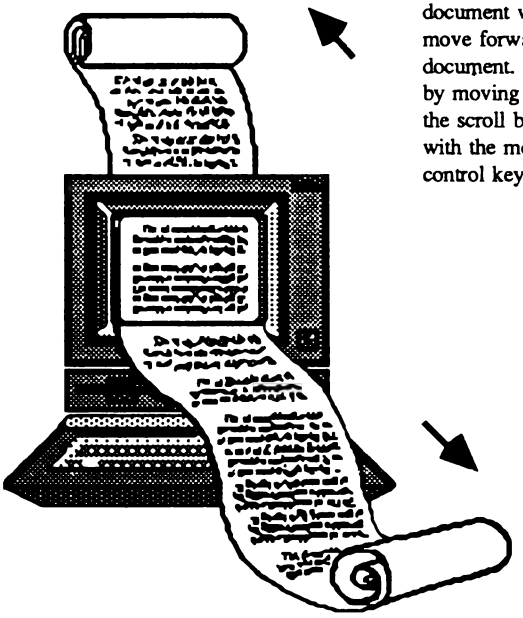
⇒ **Place the insertion point at the end of your text after the word "quarters."**

⇒ **Press Return and type in the following words, pressing Return after each one.**

dollars
fives
tens
twenties
hundreds

Notice what happens to your document as you type in the new additions to your currency list. Part of your text moves off the screen -- it's scrolled up, out of the document window. As you type, MultiScribe automatically scrolls your document up, to make room for new text. When you **scroll up**, you move *down* in the document. When you **scroll down**, you move *up* in the document.

To move your text back into view, you'll use the scroll bar if you're using a mouse, or the ⌘> and ⌘< keys and ⌘1-⌘9 keys if you're using keyboard controls.



As you type, text is scrolled up, out of the document window, and you move forward in your document. You scroll *up* by moving the thumb in the scroll bar *down*, either with the mouse or with control keys.

When you scroll *down* by moving the thumb in the scroll bar *up* or with the keyboard controls, you move backward through your text, toward the beginning of the document.

To Scroll Down

To get back to the beginning of the document, you'll scroll down, moving back up in your document.

If You're Using a Mouse

⇒ **Place the pointer on the up arrow located at the top of the scroll bar and press the mouse button.**

Notice how the thumb moves up in the scroll bar as you press on the scroll bar up arrow.

OR

⇒ **Drag the scroll bar thumb up, to the top of the scroll bar.**

If You're Using the Keyboard

⇒ **Simultaneously press the ⌘ and < keys.**

OR

⇒ **Simultaneously press the ⌘ and 1 keys.**

Notice how the thumb moves up to the top of the scroll bar.

The ⌘ and < keys scroll down one screen at a time. The ⌘ and 1 keys take you to the very beginning of a document, no matter how long the document is. When you press the ⌘ key in conjunction with a number key from 1 to 9, the screen scrolls to the position in the document represented by the number you press, and the thumb is repositioned in the scroll bar accordingly. For example, if you pressed ⌘5, the screen would scroll to the middle of the document; if you pressed ⌘3, you would scroll to the first third of the document, etc.

The beginning of your text and the ruler appear on the screen, and the bottom part of the document scrolls downward off the screen.

To Scroll Up

To get to the end of a document, you'll scroll up, moving forward, or down in the document.

If You're Using a Mouse

⇒ **Place the pointer on the down arrow located at the bottom of the scroll bar and press the mouse button.**

Notice how the thumb moves down in the scroll bar as you press on the scroll bar down arrow.

OR

⇒ **Drag the scroll bar thumb down, toward the bottom of the scroll bar.**

If You're Using the Keyboard

⇒ **Simultaneously press the ⌘ and > keys.**

OR

⇒ **Simultaneously press the ⌘ and 9 keys.**

Notice how the thumb moves down the scroll bar. The ⌘ and > keys scroll up one screen at a time.

The ⌘ and 9 keys take you to the very end of a document, no matter how long the document is.

The end of your document, the currency list, appears on the screen, and the top part of the document scrolls upward off the screen.

Before we leave scrolling, let's go back to the top of the document.

⇒ **Simultaneously press the ⌘ and 1 keys or drag the thumb to the top of the scroll bar.**

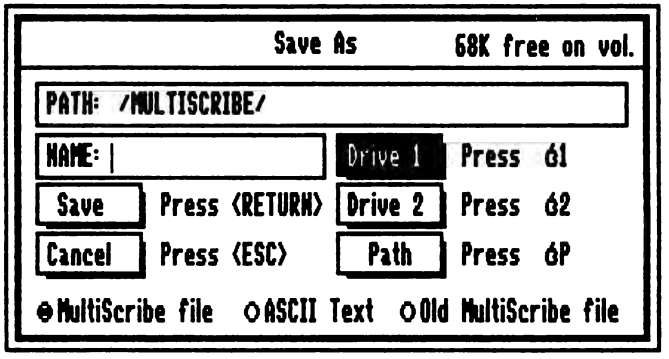
Saving Your Text

As you create a document, you'll want to save it on disk frequently. It's very annoying to spend time preparing a lengthy document, only to lose it because of a power failure or interruption.

To save your text, you'll use the Save command.

⇒ **Choose Save from the File Menu.**

A dialog box appears.



The insertion point appears in the NAME input bar.

⇒ **Type in a name for the document. It can be any name you want, provided it conforms to the ProDOS conventions for filenames.**

Your document name appears in the NAME input bar.
For more information on ProDOS filename conventions, see Appendix D, "ProDOS Pathnames and Filenames."

⇒ **Click on the drive 1 button or press ⌘1.**

The pathname of your disk in drive 1, /MULTISCRIBE/, appears in the PATH input bar.

⇒ **Click on the Save button or press Return.**

Your document is saved on your MultiScribe disk with the name you gave it.

If you click on the Cancel button or press the Esc key, the Save command will be canceled. Your document will remain on the screen and in the computer's memory, but it will not be saved to disk.

Editing Text

While you're typing a document, you may decide to change a few sentences, delete some words, or rewrite an entire paragraph. MultiScribe's editing features allow you to make major changes within your document.

There are seven text editing features: inserting over selected text, deleting selected text, changing style of text, cut, copy, paste, and replacing selected text with material pasted from the Clipboard.

Selecting Text

You may have noticed that the word "selected" is used frequently when discussing text editing. A basic rule to follow is: *Before you can edit text, you must first select it.* Selecting text means choosing some text -- characters, words, sentences, even paragraphs -- to receive the action of a command. This section explains how to select text -- one of the most powerful and important word processing techniques used in MultiScribe.

If You're Using a Mouse

You select text using the mouse by holding down the mouse button and dragging the I-beam across the text you wish to select. The text becomes highlighted as the I-beam moves across it.

⇒ **To select a line of text, place the I-beam at the beginning of the text you want to select.**

⇒ **Drag the I-beam to the end of the first sentence and release the mouse button.**

Your first sentence is selected.

⇒ **Place the I-beam anywhere in your document and click the mouse button.**

The line of text is no longer selected. To **deselect** text, you just click the mouse button anywhere in your document and, since you're defining a new location for the insertion point, any selected text will be deselected.

If You're Using the Keyboard

To select text using the keyboard, simultaneoulsy press the ⌘ key and the ↑, ↓, ←, or → key. The text that the cursor moves over will be selected according to the arrow key that you press.

⇒ **Move the insertion point to the beginning of your text and simultaneously press the ⌘ and → keys. Move the insertion point to the end of the first sentence.**

The first sentence is highlighted, to show that it's selected.

⇒ **Press the ← key.**

The first sentence is no longer selected. To **deselect** selected text, just press any arrow key. Because you're defining a new location for the insertion point, any selected text will be deselected.

You can select as much text as you want; you can even use the Select All command (⌘Z) to select the entire current document!

In addition to text, you can also select non-text material, such as rulers and page breaks. This is covered in detail in Chapter 3, "Using MultiScribe."

Now that you know how to select and deselect text, you're ready to learn how to use selecting to edit text.

Deleting Selected Text

The Delete key allows you to quickly and easily remove selected words, sentences, and paragraphs from a document. To see how deleting selected text works, let's delete the first sentence from your first paragraph.

⇒ **Select the first sentence in your first paragraph.**

⇒ **Press the Delete key.**

The selected sentence is deleted, permanently removed from your text. You can delete any amount of text you want -- even an entire document, if you wish. You can also delete non-text material in your document, such as rulers and page breaks. This is discussed in more detail in Chapter 3, "Using MultiScribe."

Inserting Over Selected Text

This feature allows you to replace selected text, which is useful when you want to replace a word (or sentence) with another word (or sentence).

Let's start by inserting over a word. You'll start by selecting the word you wish to insert over.

⇒ **Select the word "twenties" in your text.**

⇒ **Press the Delete key.**

⇒ **Type the word "fifties."**

The word "twenties" is replaced by the word "fifties."

Now let's replace an entire sentence.

If You're Using a Mouse

⇒ **Place the I-beam at the beginning of the first sentence.**

⇒ **Holding down the mouse button, drag the I-beam to the end of the sentence.**

If You're Using the Keyboard

⇒ **Move the insertion point to the beginning of the first sentence.**

⇒ **Select the sentence by pressing the ⌘ and → keys.**

The sentence is highlighted, indicating that it is selected.

⇒ **Press the Delete key.**

⇒ **Type the following sentence.**

A penny saved is a penny earned.

The old first sentence is replaced by the new sentence.

Customizing Text

MultiScribe allows you to perform several operations to stylize selected text. You can change the font, the size of the letters, and the style of the letters. These options are found, appropriately enough, in the Font, Size, and Style Menus, which are located at the top of the screen.

Changing the Font

⇒ **Select the first sentence.**

⇒ **Choose the *Shakespeare* font from the Font Menu.**

The selected text changes to Shakespeare font.

⇒ **Click the mouse button or press an arrow key to deselect the text.**

> **NOTE:** You can change the font of a sentence that is already on your screen (like you just did), and you can also change the font while you're typing. Just choose the name of the font that you want, and the font will change as you type. You can type a paragraph or sentence using several different fonts.

Changing the Size of Your Text

⇒ **Select the first sentence again.**

⇒ **Choose 2.0 from the Size Menu.**

The selected text doubles in size.

⇒ **Click the mouse button or press an arrow key to deselect the text.**

> **NOTE:** You can change the size of a sentence that is already on your screen, and you can also change the size while you're typing. Just choose the size that you want, and the size of your text will change as you type. You can type a paragraph or sentence using several different sizes.

Changing Style

⇒ **Select the first sentence again.**

⇒ **Choose Italics from the Style Menu.**

The selected text becomes italicized.

⇒ **Click the mouse button or press an arrow key to deselect the text.**

NOTE: You can change the style of a sentence that is already on your screen , and you can also change the style while you're typing. Just choose the style that you want, and as you type the text will change to the new style. As with fonts and character sizes, you can type a paragraph or sentence using several different styles.

Cut

The Cut command allows you to quickly delete words, sentences, or paragraphs from your text. The Cut command is very similar to the Deleting Selected Text feature, with one major difference: when you press the Delete key to remove text, the text is gone forever; when you use the Cut option to remove text, you can get it back by using another Edit Menu command called Paste. We'll see how the Cut and Paste commands work together.

First, let's see how the Cut option works by cutting a sentence from your paragraph.

⇒ **Select the first sentence in the first paragraph again.**

⇒ **Choose the Cut command from the Edit Menu or simultaneously press the ⌘ and X keys.**

The first sentence is deleted from your paragraph. All that work with fonts, sizes, and styles -- down the drain? Not quite. When you cut selected text, the text is put on your disk in a place called the Clipboard. The Clipboard holds the text that has been most recently cut or copied. You can restore text from the Clipboard -- with Paste.

Paste

The Paste command lets you place the contents of the Clipboard into your document at the insertion point. In other words, you can move text around in a document by cutting the text, moving the insertion point, and pasting the text from the Clipboard back into your document at the new location.

⇒ **Move the insertion point to the end of the first paragraph.**

⇒ **Choose Paste from the Edit Menu or simultaneously press the ⌘ and V keys.**

The sentence is pasted onto the end of your paragraph.

> **NOTE:** You can paste the same line of text as many times as you want until you cut or copy another line of text.

Copy

The Copy command allows you to copy words, sentences, or paragraphs and place the text in another location while leaving the original text in place. Like the Cut command, the Copy command stores the selected text on the Clipboard and is used in conjunction with the Paste command.

Let's copy a sentence in your text and paste it to another location.

⇒ **Select a line of text.**

⇒ **Choose Copy from the Edit Menu or simultaneously press the ⌘ and C keys.**

MultiScribe copies the selected text onto the Clipboard, while leaving the text unaltered in your document. Now when you use the Paste command, the text will be copied into your document at the insertion point, just like when you pasted the cut sentence into the document. When you copy or cut another line of text, the new text will take the place of the text that is currently on the Clipboard.

⇒ **Move the insertion point to the beginning of your document.**

⇒ **Choose Paste from the Edit Menu or press ⌘V.**

The copied line is pasted at the beginning of your text.

Replacing Selected Text with Paste

This Paste command allows you to paste text that you have cut or copied over selected text.

⇒ **Select any sentence in your document.**

⇒ **Choose the Paste command from the Edit Menu.**

The text you had copied to the Clipboard replaces the text you just selected. You can use this replace feature to replace entire sentences and paragraphs with whatever you cut or copy to the Clipboard.

Find

Find is a MultiScribe command that allows you to find a specific phrase, word, or group of words within a document.

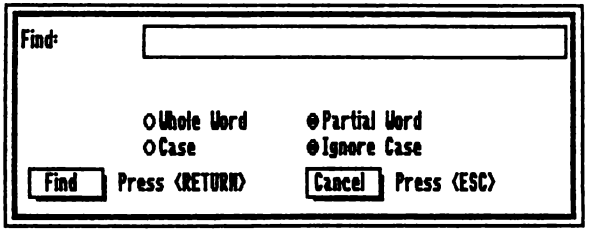
To see how this command works, let's find a specific word.

⇒ **Place the insertion point at the beginning of your text.**

> **NOTE:** MultiScribe searches from the insertion point to the end of a document, so for MultiScribe to find each occurrence of the specified text, the cursor must be placed at the beginning of your document.

⇒ **Choose Find from the Search Menu.**

This dialog box appears.



The Find dialog box contains four options.

- **Whole Word** -- This option tells MultiScribe to search for the specified text as a **distinct word**. A distinct word in MultiScribe is any alphabetic text surrounded by spaces, numbers, punctuation characters, or other special characters. Selecting this option cancels the Partial Word option.

- **Case** -- This option tells MultiScribe to acknowledge the difference between uppercase letters and lowercase letters in the text you specify. Selecting this option cancels the Ignore Case option.

  EXAMPLE: If you search for the word *Mother*, MultiScribe would not find the word *mother*.

- **Partial Word** -- MultiScribe finds the next occurrence of the specified text in the document, regardless of whether or not the specified text is a distinct word. You can specify a few letters, and MultiScribe will find every word that contains the letters in the order you have specified, or you can specify several words -- up to 43 characters -- and MultiScribe will find every group of those words in the document. Selecting this option cancels the Whole Word option.

  EXAMPLE: If you search for the word *me*, MultiScribe would also find the words *men*, *women*, *mean*, and *game*.

- **Ignore Case**--This tells MultiScribe to search for text regardless of case, treating lowercase and uppercase letters as equivalent characters. Selecting this option cancels the Case option.

  EXAMPLE: If you search for the word *Mother*, MultiScribe would also find the word *mother*.

⇒ **Type the word "pennies" in the FIND input bar and press the Return key or click on the FIND button.**

The first occurrence of the word "pennies" from the insertion point to the end of the document is highlighted.

This dialog box appears.

⇒ **Press the Return key or click on the FIND button.**

The next occurrence of the word "pennies" is highlighted in your text. This feature of the Find command is helpful when you have several occurrences of specific text to locate, or you want to find the word in a particular part of your document. This feature acts as a "Find Again" option.

⇒ **Press the Esc key or click on the Cancel button.**

The Find command is canceled and the last occurrence of the specified word that was found remains highlighted.

Editing a Business Letter

Now let's use the different editing features that you've learned to create and edit a business letter. Before you begin your business letter, however, you'll want to clear your screen of all your old text. To do this you'll use the New command to create a new, empty document.

⇒ **Choose New from the File Menu, or simultaneously press the ⌘ and N keys.**

A dialog box appears, asking if you want to save your changes. Click on the No button or press the N key.

⇒ **Press the Tab key three times.**

The cursor is now tabbed over to the third tab position.

⇒ **Type in the following imaginary letterhead. Press the Return key at the end of each line and the Tab key three times at the beginning of each line to line up the lines of the letterhead.**

James N. Fussell
6001 Glenheath
Houston, Texas 77081
November 15, 1986

⇒ **Press the Return key twice.**

⇒ **Type the following. Press Return at the end of each line.**

Ms. Penny Smith
7654 Bowie Dr.
Dallas, TX 75074

⇒ **Press Return once.**

⇒ **Choose Insert Ruler from the Format Menu or press simultaneously press the ⌘ and Y keys.**

A second ruler is inserted into your text.

⇒ **Choose the double line spacing option.**

⇒ **Type the following beneath your newly-inserted ruler.**

I look forward to seeing you at the board meeting in Dallas. I will bring the project pruspectis and estimated timelines. I will also bring the job descriptions that we are most anxious to fill.

My plane arrives in Dallas on March 29 at 6:00 p.m. I expect to arrive at the Turtle Creek Inn about 6:30. You can reach me at my hotel room if the need arises.

Sincerely yours,

James N. Fussell

⇒ **Scroll to the beginning of the first paragraph.**

We forgot to include a salutation.

⇒ **Place the insertion point before the first paragraph, type the following text, and press Return.**

Dear Penny,

Now, after the letter is written, we realize that maybe *pruspectis* is misspelled. First let's search for it.

⇒ **Place the insertion point at the beginning of your text.**

⇒ **Choose Find from the Search Menu.**

⇒ **Delete the word "pennies," type the word "pruspectis" in the FIND input bar, and press the Return key or click on the Find button.**

The word *pruspectis* is highlighted in your text.

Now, taking a good look at this word and, checking a dictionary, we realize that it is indeed misspelled. So let's type it again.

⇒ **Press Esc or click on the Cancel button to cancel the Find command.**

⇒ **Press the Delete key to erase the word *pruspectis*.**

⇒ **Type the word "prospectus."**

The correct spelling of the word replaces the misspelled word.

Now let's indent the first line of both paragraphs.

⇒ **Using either the cursor or the pointer, move the indentation marker to the 1 1/2 " mark on the ruler inch scale.**

⇒ **Bring the cursor or I-beam down into your text.**

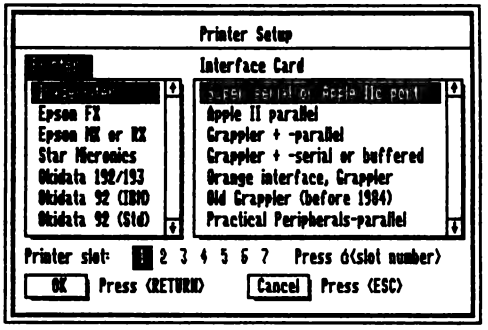
The first line of each paragraph indents, and both paragraphs adjust accordingly.

You're ready to print!

If your Apple is connected to a printer, do the following.

⇒ **Choose Print from the File Menu or press ⌘P.**

This dialog box appears.



Since you have not printed before, the Printer Setup dialog box appears, to allow you to specify which printer and interface card you're using. When you tell MultiScribe which printer and interface card you're using, this information is stored on disk, so that you don't have to provide these hardware specifications every time you choose the Print command.

Once you've provided these specifications to MultiScribe, the Printer Setup dialog box no longer appears when you choose Print. To change your hardware configuration after you've provided MultiScribe with this Printer Setup information, you'll choose the Printer Setup command from the ♁ Menu.

⇒ **Using the pointer or the arrow keys, scroll the list in the Printer scroll window.**

NOTE: The word Printer on the left scroll window is highlighted, indicating that that scroll window is active. Use the ↑ and ↓ keys to scroll the different printers until you find your printer.

⇒ **Find your printer on the list and highlight it, either with the pointer or with the arrow keys.**

⇒ **Using the pointer or the arrow keys, scroll the Interface Card scroll window.**

NOTE: Press the → key to highlight the words Interface Card on the scroll window to the right. Then use the ↑ and ↓ keys to highlight the different interface cards until you find your interface card.

⇒ **Using the pointer or the arrow keys, find your printer interface card on the list and highlight it.**

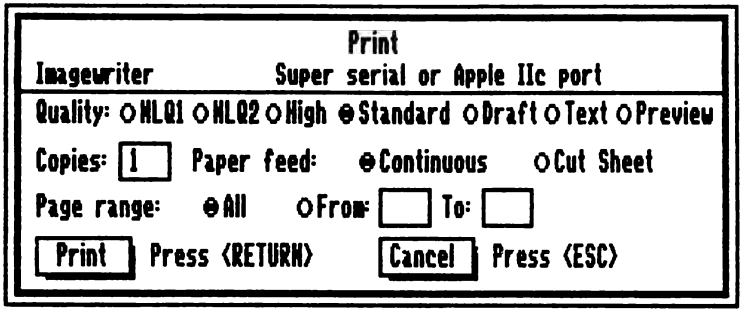
⇒ **Click on the slot number in which your printer card is installed, or simultaneously press the ⌘ key and the number key representing the slot number in which your printer card is installed.**

> **NOTE:** MultiScribe allows you to have up to six printer cards installed at one time. MultiScribe also allows you to have your printer card in any of the seven slots located inside your Apple. Slot numbers for all expansion slots containing printer cards appear in normal print on the screen. The rest of the slot numbers are dimmed.

⇒ **Click on the OK button or press Return.**

This stores your printer and interface card information on your MultiScribe disk, so that the next time you print, you won't have to specify your printer and interface card again.

A different dialog box now appears. This Print dialog box, shown below, will appear from now on whenever you choose the Print command from the File Menu.



This dialog box contains several printing options.

- **Quality**
  - *NLQ1*-- Near Letter Quality print mode 1.
  - *NLQ2*-- Near Letter Quality print mode 2.
  - *High* -- Highest quality non-NLQ print mode.
  - *Standard* -- Print is normal dot matrix graphics print.
  - *Draft* -- Print is light and quickly printed.
  - *Text* -- One font, one size only; fastest print mode.
  - *Preview*-- Shows on the screen how your document will look when printed.

- **Copies** -- Allows you to print multiple copies of your document.

- **Paper Feed**
  - *Continuous* -- Use this option when you're using tractor feed computer paper.
  - *Cut Sheet* -- Use this option when you're using single-sheet paper, i.e., letterhead or other special stationery.

- **Page Range**
  - *All* -- Prints every page of a document.
  - *From-To* -- Prints specified pages only. For example, if you have a long document, you can specify that only pages 3 to 5 be printed. Click on the option setting in front of From and enter the page range in the two input bars.

NOTE: In order to select these option settings, use the mouse pointer or the arrow keys in conjunction with the Return key. In other words, select these options the same way you would select any other MultiScribe options.

⇒ **Select *High* quality print.**

⇒ **Specify *2* copies.**

⇒ **Select *Continuous* or *Cut-sheet* paper feed, depending on whether you're using sheet-feed or tractor-feed with your printer.**

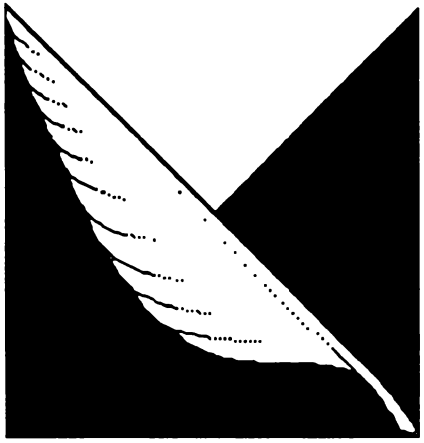
⇒ **Select *All* for paper range.**

⇒ **Click on the Print button or press Return to print the letter.**

The business letter is printed twice.

Congratulations! You've learned how to use MultiScribe to perform basic word processing tasks.

For more detailed, step-by-step instructions on performing each of the MultiScribe tasks, see the next chapter, "Using MultiScribe." For details about specific MultiScribe commands, see Chapter 4, "MultiScribe Reference."



Using MultiScribe

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Introduction

In Chapters 1 and 2, you learned the basic elements of MultiScribe: how to start up the program, the MultiScribe environment, how to enter, edit, and format text. This chapter provides detailed instructions for each of the tasks covered in the first two chapters, and for other tasks as well.

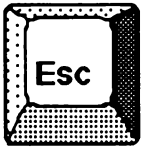
This chapter consists of four parts: the first part reviews the basic mouse, keyboard, and scrolling techniques you'll need to get around in the document window. The second section, *Editing Text*, discusses how to enter, insert, delete, move, and copy text. The third part, *Formatting Text*, explains how to use rulers and commands such as Insert Page Break, Set Header, and Set Footer to format text. In the last section, *Working With Documents*, you'll learn how to save documents as files on your disk, how to open documents by reading them from disk, how to delete document files, and how to use the print commands to produce printed copies of your documents.

Mouse and Keyboard Mouse: a Review

Review of Keyboard Mouse

Activating the Menu Bar

⇒ **Press the Esc key.**
The last menu from which a command was chosen is pulled down, indicating that the menu bar is active.



Pulling Down a Specific Menu

⇒ **Press the ← or → key to choose a menu.**
The ← key pulls down the menu to the immediate left of the currently selected menu, while the → key pulls down the menu to the immediate right of the currently selected menu.

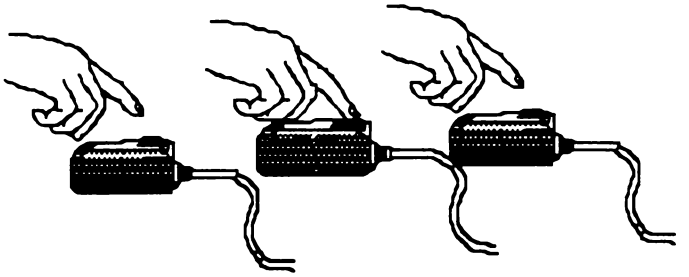
Choosing a Command

1. **Press the ↑ or ↓ key to select a command.**
   A command is selected when it is highlighted.
2. **Press the Return key perform the command.**
   The command is executed.

Review of Mouse Techniques

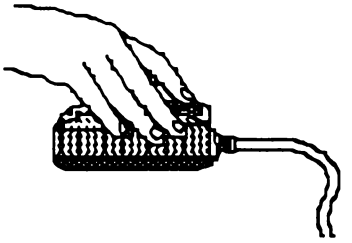
Clicking

1. **Position the pointer on the place in text where you want to set the insertion point or on the option you want to choose.**
2. **Press and quickly release the mouse button.**



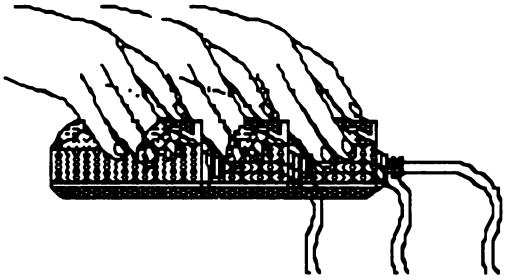
Pressing

1. **Position the pointer.**
2. **Press and hold down the mouse button without moving the mouse.**



Dragging

1. **Position the pointer.**
2. **Press and hold down the mouse button while moving the mouse.**
3. **Release the mouse button.**



Scrolling

When you scroll a document, you move it up and down in the document window. This allows you to display any part of the document.

Think of the thumb as representing the document window and the length of the scroll bar as representing the entire document. As you move the thumb down or up, you're in effect "opening" the document window on that part of your document represented by the scroll bar.

The number in the thumb represents the number of the page currently in the document window. If two pages are displayed in the document window at the same time, the number in the elevator box is the number of the page occupying the top line of the document window.

To Scroll Text Down

⇒ ***If you're using a mouse*, click on the up scroll arrow on the top of the scroll bar.**

⇒ ***If you're using keyboard controls*, press the ↑ key until the insertion point is on the top line. Press the ↑ key again and the screen scrolls down.**

Your text scrolls down.

The elevator moves up in the scroll bar to indicate your new position in the document.

To Scroll Text Up

⇒ ***If you're using a mouse*, click on the down scroll arrow on the bottom of the scroll bar.**

⇒ ***If you're using keyboard controls*, press the ↓ key until the insertion point is on the bottom line. Press the ↓ key again and the screen scrolls up.**

Your text scrolls up.

The elevator moves down in the scroll bar to indicate your new place in the document.

To Scroll Down One Window

⇒ ***If you're using a mouse*, click inside the scroll bar above the thumb.**

⇒ ***If you're using keyboard controls*, press ⌘<.**

Your text scrolls down one window.

The elevator moves up in the scroll bar to indicate your new position in the document.

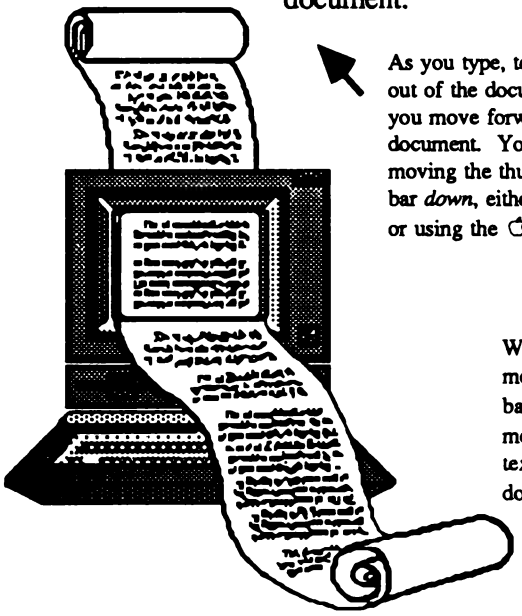
To Scroll Up One Window

⇒ ***If you're using a mouse*, click inside the scroll bar below the thumb.**

⇒ ***If you're using keyboard controls*, press ⌘>.**

Your text scrolls up one window.

The elevator moves down in the scroll bar to indicate your new position in the document.



As you type, text is scrolled up, out of the document window, and you move forward in your document. You scroll *up* by moving the thumb in the scroll bar *down*, either with the mouse or using the ⌘> control keys.

When you scroll *down* by moving the thumb in the scroll bar *up* or with the ⌘< keys, you move backward through your text, toward the beginning of the document.

Getting Around in the Document Window

MultiScribe offers you a number of ways to move about in the document window: using the scroll bar, using the ⌘1-9 keys, and using the Goto Page # command.

NOTE: If you have text selected when you use the scroll bar or keyboard controls to move to a new place in the document, the insertion point remains with the selected text. If you press a key, the keypress takes effect at the insertion point:

- the screen scrolls back to the selected text;
- the text is deselected;
- the effects of the keypress take place immediately following the formerly selected text.

To Go to a Particular Place in Your Document

Using the Scroll Bar

⇒ ***If you're using a mouse*, drag the thumb to the place inside the scroll bar that approximates the place in your document where you want to move the insertion point.**

If you've moved to a new page, the new page number is displayed in the thumb.

Think of the thumb as representing the document window. By dragging the thumb inside the scroll bar, you're in effect moving the document window to the place in the document represented by the new relative position of the thumb in the scroll bar.

Using the Keyboard Controls

⇒ **If you're using keyboard controls, press the ⌘ key in combination with any number key from 1 to 9.**

The insertion point moves to the position in the document represented by the number you press. The thumb is repositioned in the scroll bar accordingly.

If you press ⌘1, the insertion point moves to the beginning of the document; press ⌘5 and it moves to the middle; ⌘9 takes you to the end.

Think of the ⌘-number key combinations as "floors" at which the thumb, like an elevator, stops in the scroll bar. As the thumb is repositioned, so is the document window.

To Go to a Specific Page in Your Document

⇒ Choose Goto Page # from the Search Menu or press ⌘G.

A dialog box appears. The dialog box contains an input bar for entering the number of the page to which you want to move the insertion point, as well as buttons for confirming (OK) or canceling (Cancel) the operation.

The input bar contains the number of the page currently in the document window.

⇒ Enter in the input bar the number of the page to which you want to move the insertion point. If necessary, use the Delete key to delete the old page number and type a new page number.

⇒ Click OK or press Return.

The insertion point moves to the specified page number.

If you enter a number greater than the total number of pages in the document, the insertion point moves to the last page in the document. If you leave the current page number value in the input bar and click OK or press Return, the insertion point moves to the beginning of the first line on the page, which becomes the first line in the document window.

Entering Text

In MultiScribe, text consists of one or more characters. A character is anything typed into a document with a character key. Character keys include keys for letters, numbers, special characters, and punctuation marks, as well as the Tab key, the space bar, and the Return key.

You enter text in the document window simply by typing. As you press the number, letter, and special character keys on the keyboard, the characters represented by those keys are displayed in the document window.

You enter text by typing at the **insertion point**, the blinking vertical bar which marks where characters appear as you type. As text is entered, the insertion point moves in front of it.

When the insertion point reaches the right margin, the word you're typing and the insertion point move automatically to the beginning of the next line. This is called **word wraparound.**

Simultaneously pressing a letter key and the Shift key causes the uppercase letter assigned to that key to appear in the document window. Pressing any other character key and the Shift key simultaneously causes the top character on the key to be displayed in the document window.

To Enter Text

⇒ Enter text by typing at the insertion point.

As you type, the character associated with each key you press appears at the insertion point and the insertion point moves forward one character space.

When you reach the right margin, the insertion point and the word you're typing wrap around to the start of the next line.

To Delete Text

⇒ Press the Delete key to remove characters.

When you press Delete the character to the left of the insertion point is removed and the insertion point moves one space backward.

When the number of characters to the left of the insertion point equals the number of spaces available for characters at the end of the line above, the remaining characters on the line and the insertion point word wrap up to the end of the line above.

To Enter a Carriage Return

⇒ Press the Return key to enter a carriage return.

A carriage return is placed in your text at the insertion point. The insertion point moves to the beginning of the next line.

You'll press Return to start a new line, to start a new paragraph, and to skip lines. To skip a line, press Return twice.

To Enter Tab Stops

⇒ Press the Tab key to move to the next tab stop.

The insertion point is moved to the location of the next tab stop on the current line. Tab stops are set on the ruler preceding the text you're entering. (See "Using Rulers" under "Formatting Text.")

Inserting

Inserting is an important element of any word processing program. This is especially true of MultiScribe. In MultiScribe, you insert not only text but also page breaks and rulers.

Before you insert, you position the insertion point -- represented by the blinking vertical bar, or **cursor** -- at the place in the document where you want to insert material.

To Set the Insertion Point

⇒ ***If you're using a mouse*, position the I-beam pointer on the place in your document where you want to set the insertion point. Click the mouse button.**

The insertion point moves to the place in text where you clicked.

⇒ ***If you're using keyboard controls*, use the ←,↑,↓, and → keys to move the insertion point to the desired place in text.**

To Insert Text

⇒ **Set the insertion point where you want to enter text.**

⇒ **Type the new text.**

Any text following the insertion point moves to the right and down, to make space for the new text.

To Insert a Carriage Return

⇒ Set the insertion point where you want to place the carriage return.

⇒ Press Return.

To insert a blank line, press Return once if the Insertion Point is at the beginning or end of a paragraph, twice if it's in the middle of a paragraph.

To Insert a Page Break

⇒ Set the insertion point at the place in your document where you want a new page.

⇒ Choose Insert Page Break from the Format Menu or press ⌘-.

The text following the insertion point is moved to the start of a new page, along with the insertion point. The screen scrolls down to display the first line of the new page on the top line of the screen.

All pages following the new page are renumbered accordingly.

To Insert a Ruler

⇒ Set the insertion point.

⇒ Choose Insert Ruler from the Format Menu or press ⌘Y.

A new ruler is placed in the document at the insertion point. The insertion point and any text following it move below the new ruler.

The new ruler is a copy of the ruler preceding it. For more information on rulers, see "Formatting Text."

Selecting

In MultiScribe, most text editing tasks require that something -- text, a page break, a ruler -- be selected before that task can be performed. The selection then becomes the object of the action of the task. For example, when something is selected, it can be cut, copied, replaced, or deleted; selected text can be changed to a different size, style, or font.

When something is selected, it appears **highlighted**, which means that it is displayed in inverse video from the rest of the document.

To Select Text

⇒ Set the insertion point at either the beginning or end of the text you want to select.

⇒ *If you're using a mouse*, drag in the direction of the text you want to select.

Text is selected in the direction you drag. If you drag vertically in either direction, text is selected one line at a time. If you drag horizontally in either direction, text is selected one character at a time. If you drag diagonally in either direction, text is selected a line at a time with vertical movement and a character at a time with horizontal movement.

If you drag beyond the top or bottom of the document window, the document continues to scroll until you're finished making the selection.

To cancel a selection in progress, click anywhere in text to reposition the insertion point. A selection is canceled when no text is highlighted.

⇒ *If you're using keyboard controls*, hold down the ⌘ key and press the arrow key which represents the direction of the text you want to select.

The ← and → keys select one character at a time; the ↑ and ↓ keys select a line at a time.

If you select beyond the top or bottom of the document window, the document scrolls until you're finished making the selection.

To cancel a selection in progress, just press any arrow key. A selection is canceled when no text is highlighted.

To Select a Ruler

⇒ Set the insertion point at the left margin on the line below the ruler

OR

to the right of all text on the line above the ruler.

The first ruler in a document cannot be selected. If rulers are hidden , they'll appear as a line of inverse video when selected.

⇒ *If you're using a mouse*, drag diagonally across the ruler to the margin on the side of the document window opposite the place where you began the selection.

To select text and a ruler or rulers, just select any ruler in the document along with the text and continue dragging until the desired ruler(s) and text are selected.

⇒ *If you're using keyboard controls*, press ⌘ → if the insertion point is to the right of text above the ruler

OR

press ⌘ ← if the insertion point is at the left margin below the ruler.

To select text and a ruler or rulers, hold the ⌘ key down and use the ↑ and ↓ keys to select any rulers in the document along with the desired text.

To Select a Page Break

⇒ Set the insertion point at the left margin on the line below the page break

OR

to the right of all text on the line above the page break.

⇒ *If you're using a mouse*, drag diagonally across the page break to the margin on the side of the document window opposite the place where you began the selection.

To select text and a page break or page breaks, just select the page break(s) along with the text and continue dragging until the desired page break(s) and text are selected.

⇒ *If you're using keyboard controls*, press ⌘ → if the insertion point is to the right of text above the page break

OR

press ⌘ ← if the insertion point is at the left margin below the page break.

To select text and a page break or page breaks, hold the ⌘ key down and use the ↑ and ↓ keys to select any page breaks in the document along with the desired text.

Deleting

Anything in a document that can be selected can be deleted.

To Delete with the Cut Command

⇒ Select the material -- text, ruler(s), page break(s) -- to be deleted.

⇒ Choose Cut from the Edit Menu or press ⌘X.

The selection is deleted from the document and stored on the Clipboard, where it will remain until another cut or copy is performed.

To Delete with the Delete Key

⇒ Select the material -- text, ruler(s), page break(s) -- to be deleted and press Delete.

The selected material is permanently deleted from the document.

To delete one character at a time, set the insertion point at the desired location in the document and press Delete until all undesired characters are deleted.

To Delete a Carriage Return

⇒ Set the insertion point at the left margin of the line below the carriage return you wish to delete.

⇒ Press Delete.

The carriage return is deleted and text following the insertion point word wraps up accordingly.

Moving

You can move anything in a document that you can select.

To Move Within a Document

1. **Select the material -- text, ruler(s), page break(s) -- to be moved.**

2. **Choose Cut from the Edit Menu or press ⌘X.**

   The selection is deleted from the document and stored on the Clipboard, where it will remain until the next Cut or Copy.

3. **Set the insertion point at the place in the document where you want to insert the material now stored in the Clipboard.**

4. **Choose Paste from the Edit Menu or press ⌘V.**

   A copy of the contents of the Clipboard is placed in the document following the insertion point.

   If a ruler is moved to a new place in the document using Cut and Paste, text between the newly inserted ruler and the next ruler is reformatted accordingly.

   If a page break is moved to a new place in the document using the Cut and Paste commands, all pages in the document are reformatted and renumbered accordingly.

To Move Between MultiScribe Documents

1. **Select the material -- text, ruler(s), page break(s) -- to be moved.**

2. **Choose Cut from the Edit Menu or press ⌘X.**

   The selection is deleted from the document and stored on the Clipboard, where it will remain until the next cut or copy.

3. **Save the current document, if you wish.**

4. **Open the document to which you want to move the Clipboard material using either the New command (⌘N) for a new document, or the Open command (⌘J) to open an existing document, both of which are on the File Menu.**

5. **Set the insertion point at the place in the new document where you want to put the Clipboard material.**

6. **Choose Paste from the Edit Menu or press ⌘V.**

   A copy of the contents of the Clipboard is placed in the document following the insertion point.

   If a ruler is moved into a new document, text between the newly inserted ruler and the next ruler in the document is reformatted accordingly.

   If a page break is moved to a new document, the pages in the new document are reformatted and renumbered accordingly.

Copying

You can copy anything in a document that you can select.

Copying works much like Cut, except that the material copied to the Clipboard remains unaffected by the operation.

Copying Within a Document

1. **Select the material – text, ruler(s), page break(s) – to be copied.**

2. **Choose Copy from the Edit Menu or press ⌘C.**

   A copy of the selection is stored on the Clipboard, where it will remain until the next cut or copy.

   The selection itself is unaffected.

3. **Set the insertion point at the place in the document where you want to put the copied material.**

4. **Choose Paste from the Edit Menu or press ⌘V.**

   A copy of the contents of the Clipboard is placed in the document following the insertion point.

   If a ruler is copied to a new place in the document, the text between the copied ruler and the next ruler is reformatted accordingly.

   If a page break is copied to a new place in the document, all the pages in the document are reformatted and renumbered accordingly.

Copying Between MultiScribe Documents

1. **Select the material -- text, rulers, page breaks -- to be copied.**

2. **Choose Copy from the Edit Menu or press ⌘C.**

   A copy of the selection is stored on the Clipboard, where it will remain until the next cut or copy.

   The selection itself is unaffected.

3. **Save the current document, if you wish.**

4. **Open the document to which you want to copy the Clipboard material using either the New command (⌘N) for a new document or the Open command (⌘J) for an existing document, both of which may be found on the File Menu.**

5. **Set the insertion point at the place in the new document where you want to put the Clipboard material.**

6. **Choose Paste from the Edit Menu or press ⌘V.**

   A copy of the contents of the Clipboard is placed in the document following the insertion point.

   If a ruler is moved to a different document, text between the new ruler and the next ruler in the document is reformatted accordingly.

   If a page break is copied to a different document, the pages in the new document are reformatted and renumbered accordingly.

Replacing

You can replace anything in a document that you can select.

To Replace a Selection with Text

⇒ **Select the material - text, ruler(s), page break(s) -- to be replaced.**

⇒ **Press Delete once.**

⇒ **Enter new text.**

To Replace a Selection with the Contents of the Clipboard

⇒ **Select the material to be replaced.**

⇒ **Choose Paste from the Edit Menu or press ⌘V.**

A copy of the contents of the Clipboard replaces the selection.

To Replace a Selection with a Ruler

⇒ **Select the material to be replaced.**

⇒ **Choose Insert Ruler from the Format Menu or press ⌘Y.**

A copy of the ruler immediately preceding the insertion point replaces the selection.

To Replace a Selection with a Page Break

⇒ **Select the material to be replaced.**

⇒ **Choose Insert Page Break from the Format Menu or press ⌘-.**

A page break replaces the selection, reformatting and renumbering subsequent pages accordingly.

Finding Text

The Find command lets you search for some or all of the occurrences of a word or phrase from the insertion point to the end of the document. As each occurrence of the specified text is located, it is selected so that it can be deleted, copied, moved, or modified.

You can specify whether you want to search for a whole word -- a word distinct from the text around it -- or just part of a word. You can also tell MultiScribe whether or not you want the search to be sensitive to differences in uppercase and lowercase.

1. Set the insertion point at the place in your document where you want to start the search.

The search will be made from the insertion point to the end of the document.

2. Choose Find from the Search menu.

A dialog box appears.

The Find dialog box contains an input bar for the text you want to locate, settings for Whole Word/Partial Word and Case/Ignore Case, and buttons for Find and Cancel.

3. Type in the input bar the characters, word, or words you want to locate in the text.

The input bar contains the last text for which you searched, followed by the insertion point. If you have not yet searched for text, the input bar is empty except for the insertion point.

4. Choose whether you want to search on Whole or Partial Word and whether you want the search to be case-sensitive or to ignore case.

To select Whole Word/Partial Word and Case/Ignore Case settings:

- ***If you're using a mouse*, click on the desired setting.**

- ***If you're using keyboard controls*, press the ↓ and ↑ keys to move back and forth from the input bar to the option lines.**

Use the ← and → keys or Tab and ⌘Tab to move from setting to setting on an option line. When a setting is selected, it flashes. Press the space bar to choose the setting.

If you choose Whole Word, MultiScribe looks for the next occurrence after the insertion point of the specified text as a **distinct word**. In MultiScribe, a distinct word is any group of alphabetic characters separated from other alphabetic text by spaces, numbers, punctuation characters, or other special characters.

If you choose Partial Word, MultiScribe looks for the next occurrence after the insertion point of the specified characters, whether they constitute a distinct word or are part of a larger word.

If you choose Case, the search is case-sensitive, which means that MultiScribe is looking for text that matches the specified characters exactly -- including whether the specified characters are uppercase or lowercase.

If you choose Ignore Case, MultiScribe looks for text that matches the specified text except with regard to case.

5. Click on the Find button or press Return.

MultiScribe finds the next instance of the specified text in the document after the insertion point, and highlights it. The text is now selected, and you can edit it. At the same time, a dialog box appears. The dialog box contains two buttons -- one for Find and one for Cancel.

If you choose Cancel by clicking on the Cancel button or pressing Esc, the operation is canceled and the last match remains selected.

If you choose Find by clicking on the Find button or pressing Return, MultiScribe looks for the next occurrence of the specified text in the document. If it finds another match, it highlights the new match. If it doesn't, a dialog box appears to tell you that no match was found.

Finding and Replacing Text

The Replace command lets you find some or all of the occurrences of a specified group of characters from the insertion point to the end of the document. Each time you find an occurrence of the specified text, you're given the opportunity of replacing it, continuing the search for the next occurrence of the specified text, or stopping the operation.

As with the Find command, you can specify whether you want to search for a whole word or just part of a word, and whether or not you want the search to be case-sensitive.

1. Set the insertion point at the place in text where you want to start the search.

The search will be made from the insertion point to the end of the document.

If no instances of the specified text are found, a dialog box appears to tell you that a match wasn't found.

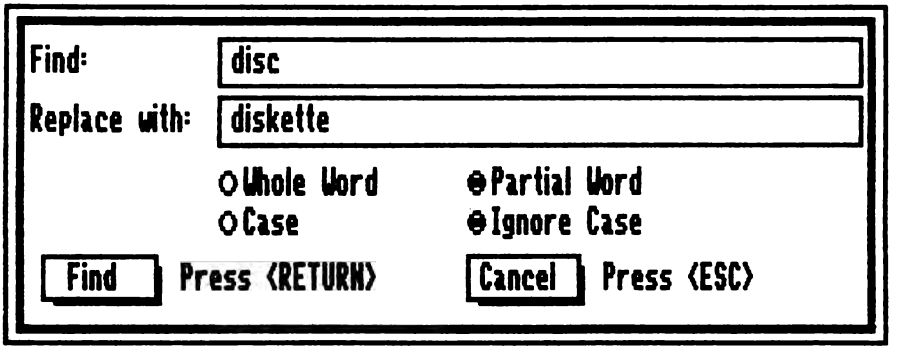
2. Choose Replace from the Search Menu.

A dialog box appears.

The Replace dialog box contains input bars for the text you want to find and the text with which you want to replace it, as well as settings for Whole Word/Partial Word and Case/Ignore Case and buttons for Find and Cancel.

3. Type in the Find input bar the characters, word, or words you want to replace.

The Find input bar contains the last text you searched for with either the Find or Replace commands, followed by the insertion point.



4. Type the replacement text in the Replace with input bar.

The Replace with input bar contains the last replacement text you entered, followed by the insertion point.

To move from the Find input bar to the Replace with input bar:

- ***If you're using a mouse*, click on the Replace with input bar.**

- ***If you're using keyboard controls*, press the ↓ key.**

5. Choose whether you want to search on Whole or Partial Word and whether you want the search to be case-sensitive or to ignore case.

To select Whole Word/Partial Word and Case/Ignore Case settings:

- ***If you're using a mouse*, click on the desired setting.**

- ***If you're using keyboard controls*, press the ↓ and ↑ keys to move back and forth between the input bar and option lines.**

Use the ← and → keys or Tab and ⌘Tab to move from setting to setting on an option line. When a setting is selected, it flashes. Press Return to choose the setting.

If you choose Whole Word, MultiScribe looks for the next occurrence after the insertion point of the specified text as a **distinct word**. In MultiScribe, a distinct word is any group of alphabetic characters separated from other alphabetic text by spaces, numbers, punctuation characters, or other special characters.

If you choose Partial Word, MultiScribe looks for the next occurrence after the insertion point of the specified characters, whether they constitute a distinct word or are part of a larger word.

If you choose Case, the search is case-sensitive, which means that MultiScribe is looking for text that matches the specified characters exactly -- including whether the specified characters are uppercase or lowercase.

If you choose Ignore Case, MultiScribe looks for text that matches the specified text except with regard to case.

6. Click on the Find button or press ⌘F.

MultiScribe finds the next instance of the specified text in the document and highlights it.

The text is now selected and you can edit it as you would any selected text.

At the same time, a dialog box appears. The dialog box contains five buttons -- Find Next; Replace; Replace, Find Next; Replace All; and Cancel.

If you choose Cancel by clicking on the Cancel button or pressing Esc, the operation is canceled and the last match remains selected.

If you choose Find by clicking on the Find button or pressing Return, MultiScribe looks for the next occurrence of the specified text in the document without making a replacement. If it finds another match, it highlights the new match. If it doesn't, a dialog box appears to tell you that no other match was found.

If you choose Replace by clicking on the Replace button or pressing ⌘R, the specified text is changed to the replacement text.

If you choose Replace, Find Next by clicking on the Replace, Find Next button or pressing ⌘N, the specified text is changed to the replacement text and the next occurrence of the specified text is located and highlighted.

If you choose Replace All by clicking on the Replace All button or pressing ⌘A, all occurrences of the specified text in the document are changed to the replacement text.

If you choose Cancel by clicking on the Cancel button or pressing Esc, the operation is canceled.

Changing the Style of Text

The Style Menu provides several styles with which you can change the appearance of your text.

Once you set the insertion point or once you've selected the text you want to change, you can change the style by choosing one of the styles from the Style Menu. Styles can be combined, as well. With the exceptions of subscript/superscript and uppercase/lowercase, which are mutually exclusive, any two or more styles can be combined for a variety of stylistic effects.

Unless you change the style before typing, text entered or inserted at the insertion point is in the style of the character immediately preceding the insertion point.

For more information about styles, see "Style Menu" in "MultiScribe Reference."

1. Select the text you want to change or set the insertion point where you want to enter or insert text of a particular style.

2. Choose a style from the Style Menu or press the keyboard equivalent for that style.

The uppercase and lowercase styles have no keyboard equivalents and must be chosen from the Style Menu. Also, unlike the other styles, uppercase and lowercase cannot be chosen unless a selection has been made. To enter uppercase and lowercase text at the insertion point, use the Shift and Caps Lock keys.

The selected text changes to the new style and remains highlighted. A check mark (√) appears on the Style Menu to the left side of the style you've chosen.

To Combine Styles

⇒ Select the text you want to change.

⇒ Choose a style from the Style Menu or press the ⌘ keyboard equivalent for that style.

The text changes and remains highlighted.

⇒ Choose the second style from the Style Menu or press the ⌘ keyboard equivalent for that style.

The text changes to a combination of the two styles and remains highlighted.

You can continue to combine styles in this fashion.

The subscript and superscript styles cannot be combined as they are mutually exclusive. The same is also true of uppercase and lowercase.

To Deselect a Style

⇒ Select the text you want to change, or set the insertion point where you want to enter or insert text in a new style.

⇒ Choose the checked style on the menu.

The check mark is removed from the Style Menu, and the style is removed from the selected text.

If styles have been combined -- if the Style Menu contains more than one checked style -- the styles cannot be deselected individually. You must deselect all styles, returning the selection to Plain text.

The Tall and Wide styles only work with text of size 1.0 or 1.5.

To Deselect All Styles

⇒ Select the text you want to change, or set the insertion point where you want to enter or insert plain text.

⇒ Choose Plain from the Style Menu or press ⌘T.

All check marks are removed from the Style Menu and all styles are removed from the selected text. The selection remains highlighted.

Changing the Size of Text

The Size Menu contains font scaling options for enlarging the size of a character from 1 to 3 times its base font size. You can also change the vertical or horizontal scaling with the Tall and Wide styles on the Style Menu, thereby doubling only the height or width of a character.

For more information about sizes, see "Size Menu" in "MultiScribe Reference."

1. Select the text you want to re-size, or set the insertion point where you want to enter text in a new size.

2. Choose a size from the Size Menu.

A check mark (√) appears in the Size Menu to the left of the size you've chosen. Selected text changes and remains highlighted.

Changing the Font

The Font Menu displays the names of the fonts on your MultiScribe disk and allows you to choose fonts.

Text entered at the insertion point is in the font of the text preceding it unless you change fonts before typing.

For more information on fonts, see "Font Menu" in Chapter 4, "MultiScribe Reference."

1. Select the text you want to change to a new font, or set the insertion point where you want to enter text in a new font.

2. Choose a font from the Font Menu.

A check mark (√) appears on the Font Menu to the left of the font you've chosen. Selected text changes and remains highlighted.

Selecting New Fonts

The Select New Fonts command expands the selection of fonts available for creating a document by letting you choose an alternative selection of 1 to 16 fonts from another path.

1. Choose Select New Fonts from the File Menu

When you choose Select New Fonts, a dialog box appears. The Select New Fonts dialog box contains an input bar for Path, a scroll window, buttons for path selection (Drive 1, Drive 2, Path, List Vol.) and a button for Selecting and Deselecting fonts.

If no path has been specified yet, a message instructing you to select one will appear in the scroll window.

If you select a path which contains no fonts, a message appears in the scroll window, telling you that no fonts have been found on the specified path, and asking you to try a different disk or path.

Click on OK or press Return to return to the Select New Fonts dialog box.

You can't create a new set of 1 to 16 fonts by combining selections of fonts from different paths. Selecting fonts from a path automatically deselects all the fonts chosen in the previous path.

2. Select the fonts, one at a time, which you wish to include in your new set of selected fonts.

To select fonts:

- **If you're using a mouse,** double click on the fontname -- or scroll the list by clicking the scroll arrows until the desired fontname is highlighted and click on the Select button.
- **If you're using keyboard controls,** use the the ↓ and ↑ keys to scroll the font list until the desired fontname is highlighted. Press the space bar to select the desired font.

A font is selected when an arrow appears to the left of the fontname.

If you're editing a document when you choose Select New Fonts, those fonts you were using to create the document which are also on the new path appear italicized in the scroll window, so you can recreate your original document exactly. If you do not select a font which has been used in creating the document, it will automatically be replaced throughout the document with the lowest numbered font from the new set of selected fonts. Fonts are provided by StyleWare with a unique number from 1 to 200.

Those fonts which were selected when you chose Select New Fonts and which also appear on the new path appear selected, with an arrow to the left of the fontname.

The font number of a font is indicated to the right of the font when it appears in the scroll window.

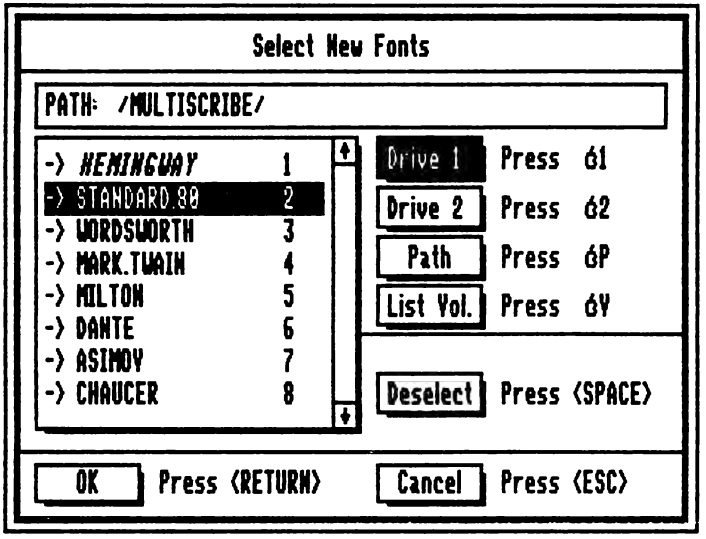
3. If you accidentally select a font you don't wish to include, Deselect the font.

You will notice that when a selected font (indicated by the presence of an arrow to the left of the fontname) is highlighted in the scroll window, the Select button is automatically converted to Deselect. This change indicates that you can Deselect the font, thereby removing it from the new font set.

- **If you're using a mouse,** click on the fontname or scroll the font list by clicking the scroll arrows until the appropriate fontname is highlighted. Click on the Deselect button to deselect the specified font.

- **If you're using keyboard controls,** use the the ↓ and ↑ keys to scroll the font list until the appropriate fontname is highlighted. Press the space bar.

A font is deselected when the arrow to its left disappears.



4. When you've finalized your selection of new fonts, click on OK or press Return.

You're returned to MultiScribe, with your newly-selected fonts listed on the Font Menu. Any text in your document originally written in a font not contained in your new font set will be rewritten with the lowest numbered font from the new font set.

Formatting Text

You format text in MultiScribe using rulers, headers, and footers. You use rulers to change margins and page indentation, to create tabs, and to specify the spacing and justification of your text. Once you've adjusted the settings on a ruler, all the text following that ruler and up to the next ruler in the document is formatted to your new specifications. If a ruler is the last or only ruler in a document, all text to the end of the document is formatted according to its settings.

The first ruler at the top of a document has a preset format. This ruler cannot be selected, copied, deleted, or replaced, and is used to set the initial format for a document.

Headers let you create and edit header information (text, page #, date, and time) which will appear in the top margin of a document when it is printed. Footers are essentially the same as headers, but allow you to place footer information in the bottom margin of every printed page. You can use both headers and footers in the same document.

Two additional formatting commands let you change the page makeup of a document: Insert Page Break, which ends one page and begins another at the insertion point, and Set Page #, which changes the pagination of a document.

Using Rulers

When you first start up MultiScribe, the document window is empty. There is no text, and no rulers are displayed. To put text in the document window, you type text or open a file; to display rulers, you'll use the Show Rulers command.

When you want to format text in a particular section of a document, you'll use the Insert Ruler command.

To Display Rulers

⇒ **Choose Show Rulers from the Format Menu or press ⌘M.**

Once rulers are displayed, their settings can be changed to format text in the document.

When you're finished formatting a document and want to conceal rulers in the document window, choose Hide Rulers from the Format Menu or press ⌘M again.

To Insert a Ruler

With the Insert Ruler Command

⇒ **Set the insertion point at the place in the document where you want to change the format of subsequent text.**

⇒ **Choose Insert Ruler from the Format Menu or press ⌘Y.**

A ruler is placed in the text following the insertion point and the insertion point is moved to the left margin of the line below the ruler.

The new ruler is a copy of the preceding one, and it will not change the format of the text following it until you adjust its settings.

To Insert a Ruler

With the Paste Command

⇒ Cut or Copy the ruler to be inserted to the Clipboard. (See "To Delete a Ruler with the Cut Command" and "To Copy a Ruler," immediately following.)

⇒ Set the insertion point at the place in the document where you want the ruler inserted.

⇒ Choose Paste from the Edit Menu or press ⌘V.

A copy of the ruler on the Clipboard is placed in the document following the insertion point and the insertion point is moved to the left margin of the line following the ruler.

To Delete a Ruler

With the Cut Command

⇒ Select the ruler to be deleted.

⇒ Choose Cut from the Edit Menu or press ⌘X.

The selected ruler is cut from the document and stored on the Clipboard, where it will remain until another cut or copy is performed.

With the Delete Key

⇒ Select the ruler to be deleted.

⇒ Press Delete.

The selected ruler is permanently removed from the document.

To Copy a Ruler

⇒ Select the ruler to be copied.

⇒ Choose Copy from the Edit Menu or press ⌘C.

The selected ruler is copied to the Clipboard.

It can now be inserted into the document or into other documents using the Paste command.

Changing the Settings on a Ruler to Format Text

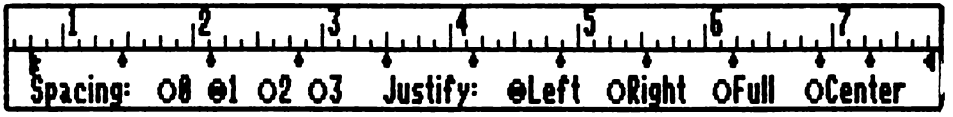
Changing the settings on a ruler changes the format of all text following the ruler and up to the next ruler in the document, or to the end of the text, if it is the last ruler in the document. No changes to the text are displayed in the document window until you move the mouse (if you're using a mouse) or cursor (if you're using keyboard controls) out of the ruler.

The settings on a ruler are of two types:

- settings you move on the inch scale to set the indentation marker, margin markers, and tabs;
- option settings located on the option line below the inch scale -- line spacing and text justification.

If you're using a mouse, you'll change the ruler settings by clicking on the desired option settings and moving the settings on the inch scale to the appropriate positions.

If you're using keyboard controls, changing ruler settings is slightly more complex. In place of the mouse pointer, you'll use the arrow keys and cursor to select options settings and the Return key to choose the desired setting.



Using Rulers From the Keyboard

1. **Use the arrow keys to move the cursor into the ruler.**
   The cursor selects and flashes the left margin marker.

2. **Press the ← and → keys to move the cursor from marker to marker on the inch scale.**
   The cursor selects and flashes each marker.

3. **To adjust markers on the inch scale:**
   - **select the marker you want to adjust;**
   - **press and hold down the ⌘ or ◆ key;**
   - **move the marker to the right in small increments using the → key and to the left in small increments using the ← key;**
   - **move the marker to the right in larger steps using the ↑ key, and to the left in larger steps using the ↓ key.**

4. **Press the ↓ key to move the cursor to the option line below the inch scale.**

5. **Press the ← and → keys (or Tab and ⌘Tab) to move the cursor from setting to setting on the option line.**

6. **To choose settings on the option line, select a setting and press the space bar.**

7. **Press the ↑ key once or the ↓ key twice to leave the ruler.**

To Change Margins

⇒ ***If you're using a mouse*, drag the left or right margin marker to the desired position on the inch scale.**

⇒ ***If you're using keyboard controls*, select the right or left margin marker, and use the ⌘ key and arrow keys to move the margin marker to the desired position on the inch scale.**

The left and right margin markers can be set no closer than within two inch marks of each other on the inch scale.

To Change Indentation

⇒ ***If you're using a mouse,*** **drag the indentation marker to the desired position on the inch scale.**

⇒ ***If you're using keyboard controls,*** **select the indentation marker and move it to the desired position on the inch scale with the ⌘ and arrow keys.**

To Adjust Tabs

⇒ ***If you're using a mouse,*** **drag the tab you wish to set to the desired position on the inch scale.**

⇒ ***If you're using keyboard controls,*** **select the tab you wish to set and move it to the desired position on the inch scale using the ⌘ and arrow keys.**

A tab cannot be moved past another tab on the inch scale.

To Change Line Spacing

⇒ ***If you're using a mouse,*** **click on the appropriate spacing option setting.**

⇒ ***If you're using keyboard controls,*** **select the appropriate spacing option setting and press the space bar.**

Use the 0 line spacing option when you want to create characters that connect to one another -- to create pictures with FontEditor, for example.

To Change Text Justification

⇒ ***If you're using a mouse,*** **click on the appropriate Justify option setting.**

⇒ ***If you're using keyboard controls,*** **select the appropriate Justify option setting and press the space bar.**

NOTE: Because of the length of time required to redraw full-justified and centered screens, *the effects of text justification are not displayed on the screen.* Your printed copies of documents will, however, be fully justified according to the settings you specify.

Changing the Format as You Enter Text

While working on a document, you may at times find you need to change the format and continue typing.

1. Set the insertion point where you want to start a new format.

2. Choose Insert Ruler from the Format Menu.

A copy of the preceding ruler is placed in the document at the insertion point. The insertion point moves to the left margin on the line below the inserted ruler.

3. Adjust the settings on the inserted ruler.

See "Changing the Settings on a Ruler to Format Text" for instructions on changing margins, tabs, line spacing, and text justification.

Your new settings remain in effect for all text following the inserted ruler until you insert a new ruler or reach the end of the document.

4. Continue entering text.

To return to the previous format, you can:

- delete the newly inserted ruler;

OR

- adjust the settings on the newly inserted ruler to match those of the preceding ruler;

OR

- copy the preceding ruler, select the newly inserted ruler, and replace the new ruler using the Paste command from the Edit Menu.

Changing the Format of Existing Text

Rather than change the format of a document as you type, you may find it easier to create an entire document with one format and later reformat particular sections of the document.

To change the format of a section of text without changing the format of the text which follows it, insert two rulers, one at the top of the section of text and one at the bottom. Change the settings on the top ruler while leaving the settings on the bottom ruler intact.

1. **Set the insertion point where you want to start the section of text with a new format.**

2. **Choose Insert Ruler from the Format Menu.**

   A copy of the preceding ruler is inserted at the insertion point. The insertion point moves to the left margin of the line below the inserted ruler.

3. **Set the insertion point at the end of the section of text to be reformatted.**

4. **Choose Insert Ruler from the Format Menu.**

5. **Adjust the settings on the first ruler you inserted.**

   See "Changing the Settings on a Ruler to Format Text" for instructions on changing margins, tabs, line spacing, and text justification.

   The inserted ruler changes the format of all text between the first and second rulers you inserted.

Inserting Page Breaks

When you want to start a new page at some point in a document, you'll insert a page break. The page break starts a new page following the insertion point and renumbers subsequent pages accordingly.

1. Set the insertion point at the place in the document where you want to begin a new page.

2. Choose Insert Page Break from the Format Menu or press ⌘-.

The insertion point and the text immediately following it move to the first line of a new page.

Repagination

You can change the initial page number of a document, automatically renumbering all subsequent pages. This is a useful feature for those times when you've printed several numbered pages of a document and need to add one document worth of text to it.

For information on printing a large document from several document files, see "Printing Large Documents Using Print Merge."

1. Choose Set Page # from the Format Menu or press ⌘=.

A dialog box appears. The Set Page # dialog box contains an input bar for the new page number you want to specify, as well as buttons for confirming (OK) and canceling (Cancel) the operation.

The input bar contains the current initial page number.

2. Enter a number for the first page in the document in the input bar.

3. Click on OK or press Return.

The page number of the first page of the document is set to the new value you entered. All subsequent pages are renumbered accordingly.

The page number change is reflected in the scroll bar thumb.

Using Headers

You use the Set Header command to create and edit the header information (title, page#, date, and time) which you can place inside the Top Margin of your printed document. The Set Header command lets you enter and edit header text, specify its font, size, and style, and place time, date, and page numbers within the header. (You must have a ProDOS-compatible clock card installed in your Apple to use time and date.) In addition, Set Header allows you to position the header on your page within the boundaries set by the Top Margin.

To Create a Header

⇒ Choose Set Header from the Format Menu.

When you choose the Set Header command from the Format Menu, a dialog box appears. The top line of the Set Header dialog box contains page setup specifications for page length, top margin, and bottom margin. This information is given only for reference purposes and cannot be changed with the Set Header command. To change the page length, top margin, or bottom margin, choose Page Setup from the File Menu. For information on the Page Setup command, see "Getting Ready to Print," later in this chapter.

The Set Header dialog box also contains an input bar for Header position on page (measured in inches), icons for page number, date, and time, a ruler, and a large input bar for entering and editing header text. This Set Header input bar represents the top margin of your page.

When you choose the Set Header command, the left half of the menu bar menu choices are dimmed, indicating that commands from those menus cannot be executed. The Font, Size, and Style menus, however, are still active. These menus remain accessible while a page header is being created so that you can edit header text with the various fonts, character sizes, and styles offered by MultiScribe. Note, however, that header text can be of only one font and one character size.

NOTE: Because the menu bar is partially disabled with the Set Header and Set Footer commands, and because the Esc key is used to cancel these operations, the Keyboard Mouse works differently during these two operations. To activate the Keyboard Mouse during the execution of either of these commands, *you'll use Ö-Esc and not Esc to activate the menu bar.* Once the menu bar is activated, menus and commands can be chosen as usual, with the ←, →, ↓, ↑, and Return keys.

⇒ Type in the desired Header text at the insertion point.

When you choose the Set Header command, the insertion point appears inside the Set Header dialog box, under the inch scale of the Header ruler. The text which you enter in the Header will not appear as part of your document until the document is printed; it appears onscreen only when you choose the Set Header command. You are allowed a maximum of one line of text in any one font and size, but you can choose any style or combination of styles for your text.

The font, size, and style of the new Header text can be changed with commands selected from the Font, Size, and Style menus, all of which remain active during the Set Header operation. Your font, size, and style choices will affect the number of characters you can fit in one line of text; if your editing choices increase the size of the header text, the text is **truncated** to fit inside the bounds of the header input bar.

Once you enter header text, it remains in the header until you choose to edit or delete the header text by again choosing the Set Header command.

To Edit Header Text

⇒ To edit header text, use the Delete key to delete any unwanted characters and enter any new header text.

The font, size, and style of the new header text can be changed with commands selected from the Font, Size, and Style menus, all of which remain active during the Set Header operation. Again, it is important to note that changing the font, size, or style of your header text may affect the number of characters you can fit into the header.

To Change Fonts

⇒ *If you're using a mouse*, choose the desired font from the Font Menu.

⇒ *If you're using keyboard controls*, press ⌘Esc to activate the menu bar and choose the desired font from the Font Menu.

The header text appears in the selected font.

If you're using keyboard controls, it is important to remember that pressing only Esc cancels the Set Header command.

To Change Character Size

⇒ *If you're using a mouse*, choose the desired text size from the Size Menu.

⇒ *If you're using keyboard controls*, press ⌘Esc to activate the menu bar and choose the desired text size from the Size Menu.

The header text appears in the selected size.

If you're using keyboard controls, it is important to remember that pressing only Esc cancels the Set Header command.

To Change Styles

⇒ *If you're using a mouse*, choose the desired style changes from the Style Menu.

⇒ *If you're using keyboard controls*, press ⌘Esc to activate the menu bar and choose the desired style changes from the Style Menu.

Style changes can be combined. Selecting Plain text deselects all other style selections and returns your header text to plain text.

If you're using keyboard controls, it is important to note that pressing only Esc cancels the Set Header command.

Setting the Time, Date, and Page Number

To the right of the Header position input bar are three small square pictures, or **icons**. One contains a pound sign ("#"); this is the *page number icon*. Another contains the characters "JUL 4," and resembles a page from a desk calendar; this is the *date icon*. The third icon resembles a clock reading nine o'clock; this is the *time icon*. The icons for page number, date, and time can be arranged within the header text inside the top margin, displaying, respectively, the page number, date, and time of printing on your printouts. The page number icon can always be set. Use of the date and time icons requires that you have a ProDOS-compatible system clock card installed in a slot in your Apple IIe or IIc.

The page number, date, and time associated with the respective page number, date, and time icons will be printed in the selected font, size, and style of your header text.

An icon can be placed on top of text or overwritten with text.

To Set the Page Number

⇒ *If you're using a mouse*, drag the page number icon down into the desired location in the header text input bar.

⇒ *If you're using keyboard controls*, use the ↑ key to move the cursor into the option line above the text header input bar and the → key or Tab key to move the cursor over to the page number icon. When the page number icon is selected, press the space bar to move it into the text input bar.

Once in the text input bar, you can move the page number icon by dragging it if you're using a mouse; if you're using keyboard controls, you can move the icon in small increments using the Ö← and Ö→ keys, or use the Ö↑ and Ö↓ keys to move the icon in greater increments.

To Set the Date

⇒ *If you're using a mouse*, drag the date icon down into the desired location in the header text input bar.

⇒ *If you're using keyboard controls*, use the ↑ key to move the cursor into the option line above the text header input bar and the → key or Tab key to move the cursor over to the date icon. When the date icon is flashing, indicating that it is selected, press the space bar to move it into the text input bar.

Once in the text input bar, you can move the date icon by dragging it if you're using a mouse; if you're using keyboard controls, you can move the icon in small increments using the Ö← and Ö→ keys, or use the Ö↑ and Ö↓ keys to move the icon in greater increments.

To Set the Time

You must have a ProDOS-compatible clock card to use the time icon. The time of printing (not the time of document creation) will appear, along with any header text, in the top margin of each page.

⇒ ***If you're using a mouse*, drag the time icon down into the desired location in the header text input bar.**

⇒ ***If you're using keyboard controls*, use the ↑ key to move the cursor into the option line above the text header input bar and the → key or Tab key to move the cursor over to the time icon. When the time icon is selected, press the space bar to move it into the text input bar.**

Once in the text input bar, you can move the date icon by dragging it if you're using a mouse; if you're using keyboard controls, you can move the icon in small steps using the ⍁← and ⍁→ keys, or use the ⍁↑ and ⍁↓ keys to move the icon in greater increments.

To Set Page Number, Date, and Time Simultaneously

If you have a ProDOS-compatible clock card you can make use of both the time and date icons. This means you can create combinations of time, date, and page number in the top margin.

⇒ ***If you're using a mouse*, drag the icon you wish to set down into the desired location in the header text input bar.**

⇒ ***If you're using keyboard controls*, the ↑ key will take you from an icon in the header text input bar back to the option line in the dialog box so you can select another icon. Move the icon into the text input bar by pressing the space bar.**

Once you have more than one icon in the margin you will need to move back and forth between icons to place them. This can be done using the ← and → keys; you can also use Tab to move right and ⍁Tab to move back to the left. Again, when an icon flashes it is selected and can be moved within the text input bar.

To Position a Header

The Set Header dialog box contains an input bar for Header position on page (measured in inches). This option allows you to place the header anywhere between the top of the page and the top margin.

The Header position is governed by the dimensions of the top margin. You must specify a header position which allows your header information to fit inside the boundaries of the top margin (specified with the Page Setup command). If you enter a header position greater than the top margin setting, a dialog box appears, telling you that the header must fit within the Top Margin.

⇒ To set the header position on the page, place the insertion point in the Header position input bar by clicking on the input bar if you're using a mouse or by using the ↑ key if you're using keyboard controls.

⇒ Enter the desired header position value in the input bar.

If the value you specify for header position is too great for the specified text to fit inside the top margin, MultiScribe will automatically adjust the header position to fit within the dimensions of the Top Margin, and this change will be reflected in the Header position input bar of the Set Header dialog box the next time you choose the Set Header command.

To Set the Header in Your Document

Once you've specified your header text in the font, size, and style of your choice, and set the page number, date, and time, you are ready to set the header.

⇒ Set the header by clicking on OK or pressing Return.

The Set Header dialog box disappears. Your header information is not visible on the computer screen, but will appear at the top of each page of your document when the document is printed. To view the header prior to printing, execute the Print command from the File Menu, choose the Preview option on the Print dialog box, and press Return.

Clicking on the Cancel button or pressing Esc cancels the Set Header command, and all new header information is ignored.

To Change a Header

⇒ Choose Set Header from the Format Menu.

⇒ Edit header text by deleting it with the Delete key and entering new text. Change the text to suit your needs by choosing the appropriate font, character size, and style from the Font, Size, and Style menus.

⇒ Change the position of the page number, date, or time on your printout by moving the appropriate icons.

To Delete a Header

You may decide to remove the header from a current or existing document.

⇒ Choose the Set Header command from the Format Menu.

⇒ Delete all text and remove all icons from the header text input bar.

Otherwise, whatever text and/or icons remain will serve as a header and will appear in the top margin of your printed document.

To Remove Icons from the Header Input Bar

⇒ *If you're using a mouse*, drag the icon back up above the inch scale in the Set Header dialog box.

⇒ *If you're using keyboard controls*, use the ←, →, ↑, ↓, Tab and ⌘Tab commands to select the icon, and press the space bar.

The information -- page number, date, or time -- represented by the icon is removed from the header and will not appear in the header when the document is printed. If there is no text in the header and all icons are removed, the header will not be printed.

Using Footers

You use the Set Footer command to create and edit the footer information (title, page#, date, and time) which you can place inside the bottom margin of your printed document. The Set Footer command lets you enter and edit footer text, specify its font, size, and style, and place time, date, and page numbers within the footer. (You must have a ProDOS-compatible clock card installed in your Apple to use time and date.) In addition, Set Footer allows you to position the footer on your page within the boundaries set by the bottom margin, specified with the Page Setup command.

To Create a Footer

⇒ Choose Set Footer from the Format Menu

When you choose the Set Footer command from the Format Menu, a dialog box appears. The top line of the Set Footer dialog box contains page setup specifications for page length, top margin, and bottom margin. This information is given only for reference purposes and cannot be changed with the Set Footer command. To change the page length, top margin, or bottom margin, choose Page Setup from the File Menu. For information on the Page Setup command, see "Getting Ready to Print," later in this chapter.

The Set Footer dialog box also contains an input bar for Footer position on page (measured in inches), icons for page number, date, and time, a ruler, and a large input bar for entering and editing footer text. This Set Footer input bar represents the bottom margin of your page.

When you choose the Set Footer command, the left half of the menu bar menu choices are dimmed, indicating that commands from those menus cannot be executed. The Font, Size, and Style menus, however, are still active. These menus remain accessible while a page footer is being created so that you can edit footer text with the various fonts, character sizes, and styles offered by MultiScribe. Note, however, that footer text can be of only one font and one character size.

NOTE: Because the menu bar is partially disabled with the Set Footer and Set Header commands, and because the Esc key is used to cancel these operations, the Keyboard Mouse works differently during these two operations. To activate the Keyboard Mouse during the execution of either of these commands, you'll use ♁Esc and not Esc to activate the menu bar. Once the menu bar is activated, menus and commands can be chosen as usual, with the ←, →, ↓, ↑, and Return keys.

To Create Footer Text

⇒ Type in the desired footer text at the insertion point.

When you choose the Set Footer command, the insertion point appears inside the footer text input bar in the Set Footer dialog box, under the inch scale of the footer ruler. The text which you enter in the footer will not appear as part of your document until the document is printed; it appears onscreen only when you choose the Set Footer command. You are allowed a maximum of one line of text in any one font and size, but you can choose any style or combination of styles for your text.

The font, size, and style of the new footer text can be changed with commands selected from the Font, Size, and Style menus, all of which remain active during the Set Footer operation. Your font, size, and style choices will affect the number of characters you can fit in one line of text; if your editing choices increase the size of the footer text, the text is **truncated** to fit inside the bounds of the footer input bar.

Once you enter footer text, it remains in the footer until you choose to edit or delete the footer text by again choosing the Set Footer command.

To Edit Footer Text

⇒ To edit footer text, use the Delete key to delete any unwanted characters and enter any new footer text.

The font, size, and style of the new footer text can be changed with commands selected from the Font, Size, and Style menus, all of which remain active during the Set Footer operation. Again, it is important to note that changing the font, size, or style of your footer text may affect the number of characters you can fit into the footer.

To Change Fonts

⇒ ***If you're using a mouse*, choose the desired font from the Font Menu.**

⇒ ***If you're using keyboard controls*, press ⌘Esc to activate the menu bar and choose the desired font from the Font Menu.**

The footer text appears in the selected font.

If you're using keyboard controls, it is important to remember that pressing only Esc cancels the Set Footer command.

To Change Character Size

⇒ ***If you're using a mouse*, choose the desired text size from the Size Menu.**

⇒ ***If you're using keyboard controls*, press ⌘Esc to activate the menu bar and choose the desired text size from the Size Menu.**

The footer text appears in the selected size.

If you're using keyboard controls, it is important to remember that pressing only Esc cancels the Set Footer command.

To Change Styles

⇒ ***If you're using a mouse*, choose the desired style changes from the Style Menu.**

⇒ ***If you're using keyboard controls*, press ⌘Esc to activate the menu bar and choose the desired style changes from the Style Menu.**

Style changes can be combined. Selecting Plain text deselects all other style selections and returns your footer text to plain text.

If you're using keyboard controls, it is important to note that pressing only Esc cancels the Set Footer command.

Setting the Time, Date, and Page Number

To the right of the Footer position input bar are three small square pictures, or **icons**. One contains a pound sign ("#"); this is the *page number icon*. Another contains the characters "JUL 4," and resembles a page from a desk calendar; this is the *date icon*. The third icon resembles a clock reading nine o'clock; this is the *time icon*. The icons for page number, date, and time can be arranged within the footer text inside the bottom margin, displaying, respectively, the page number, date, and time of printing on your printouts. The page number icon can always be set. Use of the date and time icons requires that you have a ProDOS-compatible system clock card installed in a slot in your Apple IIe or IIc.

The page number, date, and time associated with the respective page number, date, and time icons will be printed in the selected font, size, and style of your footer text.

An icon **can be placed** on top of text **or overwritten** with text.

To Set the Page Number

⇒ *If you're using a mouse*, drag the page number icon down into the desired location in the footer text input bar.

⇒ *If you're using keyboard controls*, use the ↑ key to move the cursor into the option line above the text footer input bar and the → key or Tab key to move the cursor over to the page number icon. When the page number icon is selected, press the space bar to move it into the text input bar.

Once in the text input bar, you can move the page number icon by dragging it if you're using a mouse; if you're using keyboard controls, you can move the icon in small increments using the ♁← and ♁→ keys, or use the ♁↑ and ♁↓ keys to move the icon in greater increments.

To Set the Date

⇒ *If you're using a mouse*, drag the date icon down into the desired location in the footer text input bar.

⇒ *If you're using keyboard controls*, use the ↑ key to move the cursor into the option line above the text footer input bar and the → key or Tab key to move the cursor over to the date icon. When the date icon is selected, press the space bar to move it into the text input bar.

Once in the text input bar, you can move the date icon by dragging it if you're using a mouse; if you're using keyboard controls, you can move the icon in small increments using the ♁← and ♁→ keys, or use the ♁↑ and ♁↓ keys to move the icon in greater increments.

To Set the Time

You must have a ProDOS-compatible clock card to use the time icon. The time of printing (not the time of document creation) will appear, along with any footer text, in the bottom margin of each page.

⇒ *If you're using a mouse*, drag the time icon down into the desired location in the footer text input bar.

⇒ *If you're using keyboard controls*, use the ↑ key to move the cursor into the option line above the text footer input bar and the → key or Tab key to move the cursor over to the time icon. When the time icon is selected, press the space bar to move it into the text input bar.

Once in the text input bar, you can move the date icon by dragging it if you're using a mouse; if you're using keyboard controls, you can move the icon in small steps using the ♁← and ♁→ keys, or use the ♁↑ and ♁↓ keys to move the icon in greater increments.

To Set Page Number, Date, and Time Simultaneously

If you have a ProDOS-compatible clock card you can make use of both the time and date icons. This means you can create combinations of time, date, and page number in the bottom Margin.

⇒ *If you're using a mouse*, drag the icon you wish to set down into the desired location in the footer text input bar.

⇒ *If you're using keyboard controls*, the ↑ key will take you from an icon in the footer text input bar back to the option line in the dialog box so you can select another icon. Move the icon into the text input bar by pressing the space bar.

Once you have more than one icon in the margin you will need to move back and forth between icons to place them. This can be done using the ← and → keys; you can also use Tab to move right and ♁Tab to move back to the left. Again, when an icon flashes it is selected and can be moved within the text input bar.

To Position a Footer

The Set Footer dialog box contains an input bar for Footer position on page (measured in inches). This option allows you to place the footer anywhere between the bottom of the page and the bottom margin.

The footer position is governed by the dimensions of the bottom margin. You must specify a footer position which allows your footer information to fit inside the boundaries of the bottom margin (specified with the Page Setup command). If you enter a footer position greater than the distance in inches from the bottom margin to the bottom of the page, a dialog box appears, telling you that the footer must fit within the bottom margin.

⇒ To set the footer position on the page, place the insertion point in the Footer position input bar by clicking on the input bar if you're using a mouse or by using the ↑ key if you're using keyboard controls.

⇒ Enter the desired footer position value in the input bar.

If the value you specify for footer position is too great for the specified text to fit inside the bottom margin, MultiScribe will automatically adjust the footer position to fit within the dimensions of the bottom margin, and this change will be reflected in the Footer position input bar of the Set Footer dialog box the next time you choose the Set Footer command.

To Set the Footer in Your Document

Once you've specified your footer text in the font, size, and style of your choice, and set the page number, date, and time, you are ready to set the footer.

⇒ Set the footer by clicking on OK or pressing Return.

The Set Footer dialog box disappears. Your footer information is not visible on the computer screen, but will appear at the bottom of each page of your document when the document is printed. To view the footer prior to printing, execute the Print command from the File Menu, choose the Preview option on the Print dialog box, and press Return.

Clicking on the Cancel button or pressing Esc cancels the Set Footer command, and all new footer information is ignored.

To Change a Footer

⇒ Choose Set Footer from the Format Menu.

⇒ Edit footer text by deleting it with the Delete key and entering new text. Change the text to suit your needs by choosing the appropriate font, character size, and style from the Font, Size, and Style menus.

⇒ Change the position of the page number, date, or time on your printout by moving the appropriate icons.

To Delete a Footer

You may decide to remove the footer from a current or existing document.

⇒ Choose the Set Footer command from the Format Menu.

⇒ Delete all text and remove all icons from the footer text input bar.

Otherwise, whatever text and/or icons remain will serve as a footer and will appear in the bottom margin of your printed document.

To Remove Icons from the Footer Input Bar

⇒ *If you're using a mouse*, drag the icon back up above the inch scale in the Set Footer dialog box.

⇒ *If you're using keyboard controls*, use the ←, →, ↑, ↓, Tab and ⌘Tab commands to select the icon, and press the space bar.

The information -- page number, date, or time -- represented by the icon is removed from the footer and will not appear in the footer when the document is printed. If there is no text in the footer and all icons are removed, the footer will not be printed.

Working With Documents

Most of the commands in MultiScribe are for editing and formatting text. The commands on the File Menu let you work with entire documents -- naming and saving documents as files on disk, opening and deleting existing files, and printing document files.

Saving Documents

Saving a document means writing a copy of the document you've created onto a floppy or hard disk. You should save your documents frequently as you work, to guarantee that you have a copy of the most recent version of your document on disk. Power surges and failures are rare, but when they occur they can destroy hours of hard work.

The File Menu contains two commands for saving documents: Save and Save As. You'll use Save to save changes to a document that's been named. Use Save As when you want to save the current document without replacing the old version of the document under a different filename or pathname.

You'll also use Save As when you want to save a document with a different file format, such as ASCII text.

To Save a Document

The Save command lets you periodically save a file which has already been named. If you're saving a file for the first time, the Save As dialog box appears (see the next section, "Save As"). Otherwise, the only dialog box to appear when you choose Save is a message telling you the name of the file being saved to disk and the file format (MultiScribe file, ASCII text file, Old MultiScribe file) with which that file is being saved.

⇒ Choose Save from the File Menu or press ⌘S.

A dialog box appears to remind you of the name and file format under which your document is being saved to disk.

If MultiScribe can't find the disk or path on which the document was originally saved, a dialog box appears, asking you to insert the disk containing the necessary path.

If you insert the appropriate disk and click on OK or press Return, the document will be saved. If you click on Cancel or press Esc, the Save operation is canceled.

To Save a Document on a Different Disk or Under a Different Filename or Pathname

The Save As command lets you save a document under a different filename or pathname, and so is especially useful for backing up a document on a different disk or under a different name. Save As also lets you back up a document on a hard disk, or save a document read from a hard disk onto a floppy disk to back up a hard disk document file.

For more information on pathnames and filenames, see Appendix E, "ProDOS Pathnames and Filenames," as well as the **ProDOS User's Manual**, published by Apple Computer, Inc.

1. Choose Save As from the File Menu or press ⌘A.

A dialog box appears.

The Save As dialog box contains input bars for pathname and filename, as well as buttons for drive (Drive 1, Drive 2), Path, Save, and Cancel, and option settings for file format (MultiScribe file, ASCII text file, Old MultiScribe file).

The input bars contain the current pathname and filename under which your document was last saved.

If the document was last saved under a drive, that drive button is highlighted and its pathname is in the PATH input bar; otherwise, the Path button is highlighted and the pathname is in the PATH input bar.

If the document has not been saved before, the PATH and NAME input bars are empty, and neither the Path button nor a Drive button is selected.

2. Change the name of the document, path or drive, or both.

⇒ **If you're using a mouse**, click on the PATH or NAME input bars to enter a new pathname or filename. To save the document to a disk on a different drive, click on the Drive 1 or Drive 2 button.

⇒ **If you're using keyboard controls**, use the ← and → keys to move the insertion point between the PATH and NAME input bars to enter a new pathname or filename. To choose a different drive, press the ⌘ key in conjunction with the key representing the drive number (1 or 2).

The space remaining on the specified volume is displayed in K (**kilobytes**) in the upper right corner of the dialog box.

If no document has been opened or saved, you must specify the current path by choosing a drive or entering a pathname in the PATH input bar.

To Save documents with a single disk drive, remove your MultiScribe disk from the drive and insert a formatted data disk. Click on the Drive 1 button or press ⌘1.

If you're using a 5 1/4" drive, MultiScribe can automatically format 5 1/4" disks; see "Saving a Document with No Room on Disk" for instructions on using MultiScribe to automatically format 5 1/4" disks.

3. Click on the Save button or press Return.

If you've entered the name of an existing MultiScribe document, a dialog box appears, asking if you want to replace the document file on disk with the one you're saving.

If you confirm the command by clicking on Yes or pressing Y, the old version of the document file on disk is replaced with the new document.

If you click on the No button or press N, you're returned to the Save As dialog box to enter a different pathname or filename.

If you click on Cancel or press Esc, the Save As operation is canceled.

If MultiScribe can't find the specified pathname, a dialog box appears asking you to insert the disk containing the path in the current drive.

If you insert the appropriate disk and click OK or press Return, the document will be saved under the specified pathname and filename. If you click on Cancel or press Esc, the Save As operation is canceled.

To Save a Document with a Different File Format -- Such as ASCII Text

The Save As command also lets you save a file with a different file format -- as an ASCII text file, as an "Old MultiScribe file" (a file which will work with pre-2.0 versions of MultiScribe), or, of course, as a MultiScribe file.

The option you'll probably use most frequently is ASCII text, which lets you save a MultiScribe file as an ASCII text file so that it can be used with other software that reads ASCII text files, such as AppleWorks.™ (For more information on using MultiScribe files with AppleWorks, see Appendix A, "Using MultiScribe With AppleWorks.")

When you save a MultiScribe file as an ASCII text file, you lose all the special information -- about fonts, sizes, styles, formatting -- which makes a MultiScribe file unique, so you'll want to be careful with this feature of the Save As command.

If for some reason you wish to use an old version of MultiScribe -- older than version 2.0 -- Save As lets you save your documents as "Old MultiScribe" files, which will work with your old version of the program. MultiScribe 2.0 documents have special formatting information -- top and bottom margin and header/footer information -- not used by older versions of the program.

1. Choose Save As from the File Menu.

The Save As dialog box appears. The Save As dialog box contains input bars for pathname and filename, buttons for drive (Drive 1, Drive 2), Path, Save, and Cancel, and option settings for file format (MultiScribe file, ASCII text file, Old MultiScribe file).

If a path has been selected, the space remaining on the volume on which that path is located is displayed in K (**kilobytes**) in the upper right corner of the dialog box.

2. Change the name of the document, path or drive, or both.

3. Set the file format option to the desired setting.

- **If you're using a mouse,** click on the setting in front of the option you wish to select.
- **If you're using keyboard controls,** use the ↑ and ↓ keys to move from the input bars to the file format option line. To move back and forth between settings, use the ← and → keys. To choose a setting, press the space bar.

4. Click on the Save button or press Return.

If you try to save the document under the old pathname and filename, a dialog box will appear, asking if you want to replace the old file on disk with a new file with the same name but different file format.

If you confirm the operation by clicking on Yes or pressing Y, the old version of the file is replaced with a new version of the document with the file format you specified.

If you choose No, you're returned to the Save As dialog box to enter a different pathname or filename.

If you choose Cancel, the Save As operation is canceled.

NOTE: Whenever you change the file format with which a document is saved, MultiScribe will continue to save documents with that format until you change the format specification. If you change the format to ASCII text file or Old MultiScribe file, remember to change the format back to MultiScribe file before attempting to save documents for use with MultiScribe 2.0.

To Save a Document With No Room On Disk

Sometimes when you're saving a document, you'll run out of space on the disk to which you're saving and a dialog box will appear to alert you to this problem.

When this occurs, you should try to save to a different drive or disk. If you try to save to a disk on another drive or path and that disk is also full, you'll want to format an unformatted disk and save to that disk.

⇒ Use the Save As command to try to Save the document to a different drive or path.

⇒ If the disk on the new drive or path is also full, or if you're using a single disk drive system, insert a different disk in the drive and choose the same drive from the Save As dialog box.

⇒ If you're saving to a disk on a 3 1/2" drive, you'll have to insert a *pre-formatted* disk into the drive.

While MultiScribe will automatically format 5 1/4" disks, the program cannot format 3 1/2" disks. Use the Filer utility on the ProDOS System Utilities disk to format 3 1/2" data disks for use with MultiScribe.

⇒ If you're using a 5 1/4" drive and you don't have a formatted disk to place in the drive, insert an unformatted disk in the drive and choose the same drive from the Save As dialog box.

A new dialog box appears, telling you that the unformatted disk can't be read, and offering to format it.

- If you choose No by clicking on the No button or pressing N, you're returned to the Save As dialog box to enter a new drive, path, or filename.

- If you choose Cancel by clicking on the Cancel button or pressing Esc, the Save operation is canceled and you're returned to your place in the document.

- If you choose Yes by clicking on the Yes button or pressing Y, another dialog box appears, asking you for the volume name for the disk you want to format.

You can cancel the disk formatting operation by clicking on the Cancel button or pressing Esc, in which case you'll be returned to the Save As dialog box.

Otherwise, type in a name for the disk and choose OK by clicking on the OK button or pressing Return. Yet another dialog box will appear, warning you that all information on the disk to be formatted will be erased. If you choose to proceed, the disk will be formatted so that you can then save your document on it.

Opening Documents

Opening a document means reading a document file from disk and displaying it in the document window, or clearing the document window for the creation of a new document. Thus, when you open a document you're "opening a window" -- the document window -- on that document, and you can use all the MultiScribe commands to modify it to your satisfaction.

You use two different commands to open documents: Open opens a file already saved on disk; New opens a new, empty file, clearing the document window.

If you've made changes to the current document which you haven't saved, both the Open and New commands will display a dialog box asking if you want to save your changes before proceeding with the operation.

- If you choose Yes by clicking on the Yes button or pressing Y:
    - If the current document is untitled, the Save As dialog box appears, to allow you to save the document under the pathname and filename of your choice.
    - If the current document has been saved before, it is saved under its previous pathname and filename.
- If you choose No by clicking on the No button or pressing N, the dialog box disappears and the New or Open operation continues.
- If you click on Cancel or press Esc, the operation is canceled and you're returned to your place in the current document.

Opening a New Document

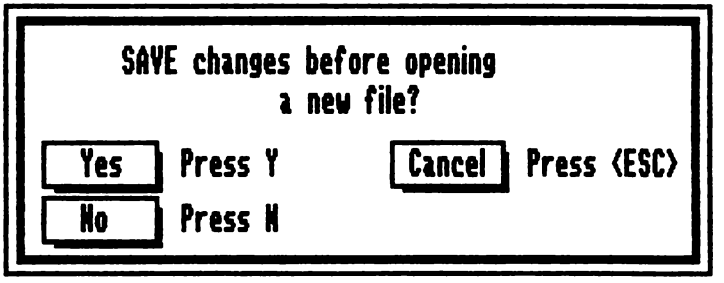
You'll use New when you want a "clean slate" on which to create a brand new document.

⇒ Choose New from the File Menu or press ⌘N.

If the current document has unsaved changes, a dialog box appears to allow you to save your changes. See the introduction to "Opening Documents" for an explanation of this dialog box.

Once you've saved your changes, or if the document has no unsaved changes, the current document is closed and a new, empty document appears in the document window.

When you open a new document, it has no name and won't have one until you save it with one of the Save commands. The word Untitled appears in the File Menu as the name of the document.



Opening an Existing Document

You'll use Open when you want to edit a document already saved on disk.

1. Choose Open from the File Menu or press ⌘J.

If the current document has unsaved changes, a dialog box appears, asking if you want to save the changes you've made before opening a new document. See the introduction to "Opening Documents" for an explanation of this dialog box.

Once you've saved your changes, or if the current document has no unsaved changes, a dialog box appears.

The Open dialog box contains an input bar for pathname, a scroll window with a list of all MultiScribe document files on the current path, buttons for changing path (Drive 1, Drive 2, Path, List Vol.), and buttons for Open and Cancel.

2. Choose the drive or path that contains the document you want to open.

If you've just started up MultiScribe and haven't opened a document or saved one to disk, the scroll window doesn't contain a list of filenames. Rather, it contains a message asking you to select Drive 1, Drive 2, or Path.

If you have opened or saved a file, the name of the last pathname under which a file was opened or saved appears in the PATH input bar. This is the pathname of the current path. Also displayed, in the upper right corner of the Open dialog box, is the amount of space in K (for **kilobytes**) left on the volume on which the current path is located.

If the document you want to open is on the current path and its filename is displayed in the scroll window, you'll want to leave the Drive and Path buttons alone.

If the document you want to open is not on the current path, you'll select the drive or path that contains the document you want to open by:

- *clicking on the Drive 1 button or pressing* ⌘1 if the document is on the disk currently in drive 1;

- *clicking on the Drive 2 button or pressing* ⌘2 if the document is on the disk in drive 2;

- *clicking on Path or pressing* ⌘P *and entering a pathname* if the document is on a directory or subdirectory of a hard disk.

- *clicking on List Vol. or pressing* ⌘V to list all volumes online. Volumes are distinguished from document files by being preceded by a slash ("/") and followed by the volume's slot and drive number. Directories are also preceded by a slash but are not followed by slot and drive numbers. To list all the files on a volume or directory, select the volume or directory by scrolling the file list in the scroll window until the desired subdirectory name is highlighted.

Open the volume or directory by double clicking on the selected volume or directory name or by clicking on the Open button if you're using a mouse, or by pressing the Return key if you're using keyboard controls. All the MultiScribe document files on that volume or directory are displayed in the scroll window, and the total amount of memory space left on the volume on which the current path is located is displayed in K (for **kilobytes**) in the upper right corner of the Open dialog box.

3. Select the name of the document you want to open from the list in the scroll window.

• **If you're using a mouse,** click on the filename of the document you want to open, or scroll the list by clicking on the scroll arrows until the desired filename is highlighted.

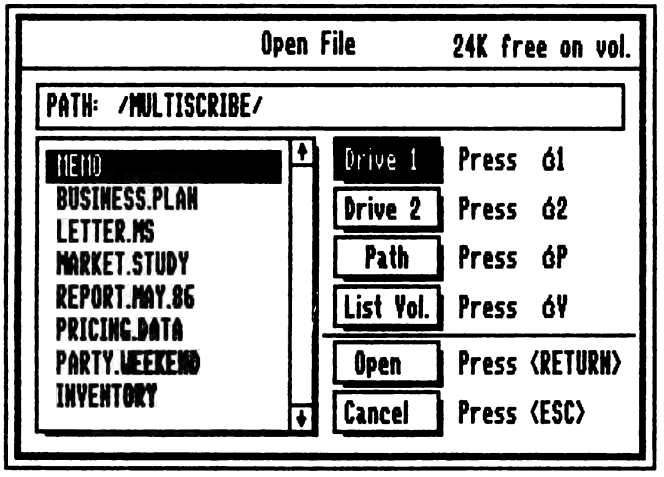
• **If you're using keyboard controls,** use the ↓ and ↑ keys to scroll the list until the filename of the document you want to open is highlighted.

4. Double click on the filename of the file you wish to open, or click on the Open button or press Return if you have a filename selected.

A copy of the document is read from disk and displayed in the document window.

Any changes you make to the document won't affect the copy of the document on disk until you save the changes back to disk.

Choosing Cancel by clicking on the Cancel button or pressing Esc cancels the Open operation and returns you to your place in the current document.



Deleting Files

The Delete command allows you to remove unwanted files from your disk. With Delete you can select one file or a group of files to be deleted from a particular path, and you can delete all types of files, not only MultiScribe document files. The only files the Delete command won't let you remove are files necessary for the smooth execution of MultiScribe itself: ProDOS, font files on the MultiScribe path, the MultiScribe and FontEditor program files, and the Clipboard.

1. Choose Delete from the File Menu.

When you choose Delete a dialog box appears which contains an input bar for Path, a scroll window, buttons for Path selection (Drive 1, Drive 2, Path, List Vol.), and a button for selecting and deselecting files for deletion.

If a pathname has been specified, the name of the last pathname specified or saved to appears in the PATH input bar. Also displayed, in the upper right corner of the Open dialog box, is the amount of space in K (for **kilobytes**) left on the volume on which the current path is located.

If no path has been specified yet, a message instructing you to select Drive 1 or Drive 2 or to specify a path appears in the scroll window.

2. Choose the drive or path that contains the files you want to delete.

If you select a path containing no files, a dialog box appears, telling you no files were found on the specified path.

If this message should appear, click on OK or press Return to return to the Delete dialog box.

You can't combine selections of files from different paths for deletion. Each separate path which contains a group of files you wish to delete requires a new application of the Delete command.

Once you've chosen a file or group of files to be deleted, however, MultiScribe returns you to the Delete dialog box so that you can continue to delete files until you're finished removing all unwanted files from each path from which you wish to delete files, at which time you click on Cancel or press Esc to exit the Delete command.

The files displayed in the scroll window of the Delete command dialog box have the ProDOS file type (SYS, BIN, TXT, WPF, FNT, etc.) assigned to that file displayed to the right of the filename. For more about these file types and what they mean, consult your **ProDOS User's Manual**.

Some files appear dimmed; these are the files MultiScribe needs for program operation and they can't be deleted. Files that don't appear dimmed can be deleted.

3. Select the files, one at a time, that you want to delete.

To select files:

- **If you're using a mouse,** double click on the filename -- or scroll the list by clicking the scroll arrows until the desired filename is highlighted, then click on the Select button to select the file.

- **If you're using keyboard controls,** use the the ↓ and ↑ keys to scroll the file list until the desired filename is highlighted. Press the space bar to select the highlighted file for deletion.

A file is selected for deletion when an arrow appears to its left.

4. Deselect any files you want to remove from the group of files to be deleted.

When a selected file (indicated by the presence of an arrow to the left of the filename) is highlighted in the scroll window, the Select button is automatically converted to Deselect. If you click on the Deselect button or press the space bar while a selected file is highlighted, the file is deselected from the group of files to be deleted.

To deselect a selected filename:

- **If you're using a mouse,** double-click on the filename OR scroll the file list by clicking the scroll arrows until the appropriate filename is highlighted and click on the Deselect button.

- **If you're using keyboard controls,** use the the ↓ and ↑ keys to scroll the file list until the appropriate filename is highlighted and press the space bar.

A file is deselected when the arrow to its left disappears.

5. When you've finalized your selection of files for deletion, click on OK or press Return.

The selected files are deleted from the specified pathname. You're returned to the Delete dialog box to continue deleting files from other paths. To exit the Delete command, click on Cancel or press Esc to cancel the command.

Printing Documents

MultiScribe gives you the option of printing in six different print quality modes:

- **NLQ1** is one of two Near Letter Quality print modes offered by MultiScribe. These two NLQ modes are the darkest and most detailed of the six print modes, but they also take the most time to print.
- **NLQ2** is MultiScribe's second Near Letter Quality print mode.
- **High** quality is the most detailed non-NLQ print mode.
- **Standard** is the second highest quality non-NLQ print mode and the one you'll use for most of your printing.
- **Draft** is the lowest quality mode which includes fonts, sizes, and styles, but it prints at a faster speed than Standard, High, or either of the NLQ modes.
- **Text** uses your printer's built-in character set to print documents at maximum speed but with no special MultiScribe fonts, sizes, or styles.
- **Preview** is technically not a *print* mode; rather, when you select Preview, your document is displayed on the screen exactly as it will appear when printed, so you can see how your document will look and make any necessary modifications to it before printing.

The characters on your printed documents will appear shorter and fuller than they appear on the screen; this is because your printer has superior vertical resolution to the Apple double high-resolution screen, so characters on the screen look taller and thinner.

Getting Ready to Print

The Page Setup command is designed to let you make formatting decisions prior to printing a document. When you choose the Page Setup command a dialog box appears allowing you to specify paper size, the dimensions of the Top and Bottom Margins, and the depth of Page Indent on your printed page.

1. Choose Page Setup from the File Menu.

A dialog box appears.

The Page Setup dialog box contains option settings for four standard paper sizes, input bars for Paper length, Top Margin, Bottom Margin, and Page indent.

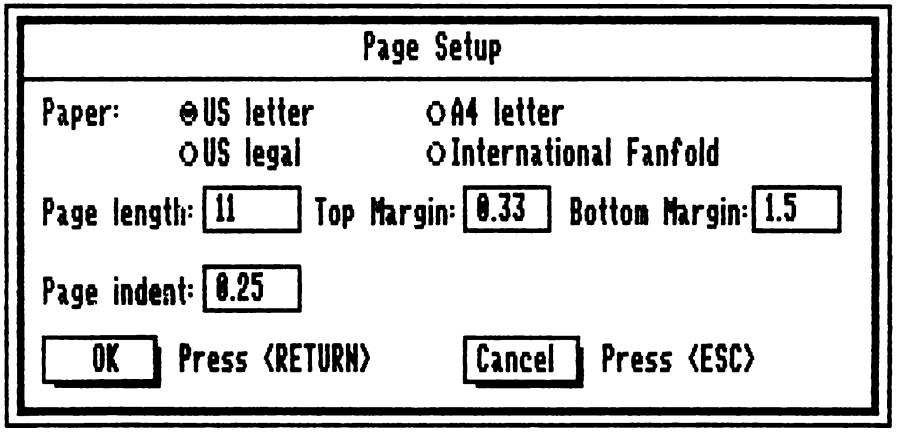
2. Set the Paper length.

The Page Setup command contains option settings for 4 standard paper sizes: US letter (11" high), US legal (14" high), A4 letter (the European standard, 11 2/3" high), and International Fanfold (12" high).

- **If you're using a mouse,** click on the setting in front of the option you want to select.

- **If you're using keyboard controls,** use the the ↓ and ↑ keys to move up and down between option lines. To move back and forth between option settings, use the ← and → keys. To select a page size, press the space bar.

Selecting a page size other than US letter will automatically change the number in the page length input bar to the appropriate page length.



3. Specify the desired Page length, Top Margin, and Bottom Margin for your document.

The Page Setup dialog box contains input bars for Page Length, Top Margin, and Bottom Margin. The default settings for these options are specified respectively at 11, .33, and 1.5 inches.

To enter new values for page length and top and bottom margins:

• **If you're using a mouse,** click on the input bars to enter new values.

• **If you're using keyboard controls,** move to the row of input bars using the ↓ key. Move between the input bars using the ← and → keys.

The new values you enter in the Page Length, Top Margin, and Bottom Margin input bars are governed by **page content**. Your document must reserve between 3 and 14 inches for actual text, which limits your choice of page length to from 3 to 14 inches. The top and bottom margins combined must reserve 3 inches of space in the document for actual text.

If you enter a new value which exceeds these page content limits, a dialog box appears, telling you the resulting page would be too large or too small.

Click on OK or press Return to return to the Page Setup dialog box.

4. Specify the desired Page indent for your document.

The Page indent is set at .25 inches. This will position your document in approximately the middle of a standard (8 1/2" wide) printed page. You can change the Page indent to alter the positioning of your document on a printed page; this is most useful for centering MultiScribe documents on wide carriage printer paper.

• **If you're using a mouse,** click on the Page Indent input bar to enter a new value.

• **If you're using keyboard controls,** use the ↓ key to move the insertion point into the input bar and enter a new page indent value.

You can create a page indent up to 12 inches to accomodate wide carriage printers. If you enter a value greater than 12 inches, a dialog box appears to remind you that 12 inches is the maximum page indent value permitted.

Click on OK or press Return to return to the Page Setup dialog box.

5. Click on OK or press Return.

Your page setup settings are stored on disk and will remain in effect until you change them.

Clicking on Cancel or pressing Esc cancels the Page Setup operation and your old settings remain in effect.

Printer Setup

Before you can print a document, you must tell MultiScribe what printer and printer interface card you're using. You do this with the Printer Setup command on the Menu.

1. Choose Printer Setup from the Menu.

A dialog box appears.

The Printer Setup dialog box contains scroll windows for printer and interface card selection, an option line for expansion slot numbers, and buttons for OK (to store your settings) and Cancel.

If you're using a mouse, you can move back and forth between the scroll windows by simply clicking inside the scroll window you want to activate. The name of the scroll window is highlighted when it's active.

If you're using keyboard controls, you can move between the scroll windows with the ← and → keys.

2. Choose your printer from the list in the Printer scroll window.

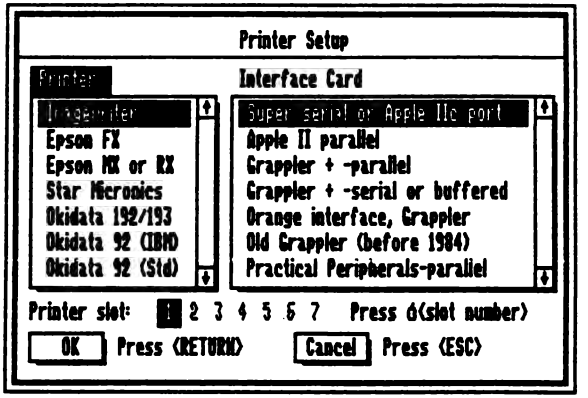
- **If you're using a mouse**, click on the name of your printer or click on the scroll arrows until the name of your printer is highlighted.

- **If you're using keyboard controls**, press the ↓ and ↑ keys to scroll the list until the name of your interface card is highlighted.

3. Choose your interface card from the list in the Interface Card scroll window.

- **If you're using a mouse**, click on the name of your interface card or click on the scroll arrows until the name of your interface card is highlighted.

- **If you're using keyboard controls**, press the ↓ and ↑ keys to scroll the list until the name of your interface card is highlighted.



4. Choose the number of the expansion slot in which your interface card is installed.

You'll only be allowed to choose from those slots in which printer interface cards are installed; otherwise, the slot numbers will be dimmed.

Choose a slot number by clicking on the number on the option line if you're using a mouse or by pressing the ⌘ key and the appropriate number key simultaneously if you're using keyboard controls.

This option allows you to use MultiScribe with more than one printer and interface card installed at the same time. For example, you could have a letter quality printer installed in one slot and print letter quality documents on it using the text option on the Print dialog box; at the same time, you could print documents with fonts, sizes, and styles using a dot-matrix printer installed in another slot.

When you choose a slot, you're assigning to it the printer and interface card selected in the scroll windows.

5. Click on Store or press Return.

Your settings are stored on disk and will remain in effect until you change them.

Clicking on Cancel or pressing Esc cancels the Printer Setup operation and your old settings remain in effect.

Printing the Current Document

Each time you print a document, the Print dialog box appears to allow you to specify how you want the document printed.

1. Choose Print from the File Menu.

If you've not yet specified your printer and interface card with the Printer Setup command, the Printer Setup dialog box appears. For an explanation of this dialog box, see "Printer Setup."

When you choose the Print command, a dialog box appears.

The Print dialog box lets you set the print specifications for the document to be printed.

2. Set the print specifications.

- **If you're using a mouse**, click on the setting in front of the option you want to select. Click on input bars to enter new values.

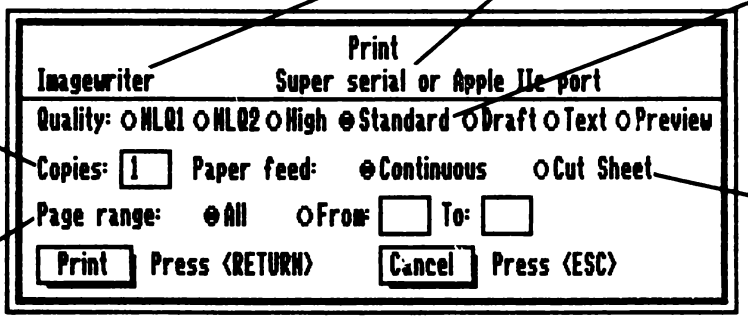
- **If you're using keyboard controls**, use the ↓ and ↑ keys to move up and down between option lines. To move back and forth between settings, use the ← and → keys. To select settings, press the space bar.

3. Click on Print or press Return.

Your printer begins printing the document. As the document prints, it scrolls by on the screen, to show you what's being printed.

A dialog box appears to tell you that printing is in progress.

To cancel printing, click on the Cancel button of this dialog box or press Esc.


Print
Imagewriter
Super serial or Apple IIe port
Quality: ○ NLQ1 ○ NLQ2 ○ High ● Standard ○ Draft ○ Text ○ Preview
Copies: 1
Paper feed: ● Continuous ○ Cut Sheet
Page range: ● All ○ From: To:
Print
Press (RETURN)
Cancel
Press (ESC)

The printer and interface card you chose with the Printer Setup command.

Lets you specify print quality.

Lets you specify how many copies of the document to print.

Lets you choose single sheets of paper fed one at a time into the printer or continuous tractor feed.

Lets you specify a range of pages to print. Choose All for entire document, or choose From and enter the first and last pages to be printed.

Printing Large Documents With Print Merge

For reasons of speed, MultiScribe is memory-based, which means that the current document is all in memory at once, rather than read from and written to disk in sections. For this reason, MultiScribe documents are limited to approximately 9 to 12 full pages.

At times you may need to print longer documents than this. To print long documents, you'll use the Print Merge command, which lets you link files on the same disk together for printing. If, for example, you're using MultiScribe to write a long report or article, break your work up into chapters and save each chapter as a separate MultiScribe document. When you want to print all the chapters together as one long document, choose the Print Merge command.

1. Choose Print Merge from the File Menu

If you've made unsaved changes to the current document, a dialog box appears to allow you to save the document before continuing with Print Merge.

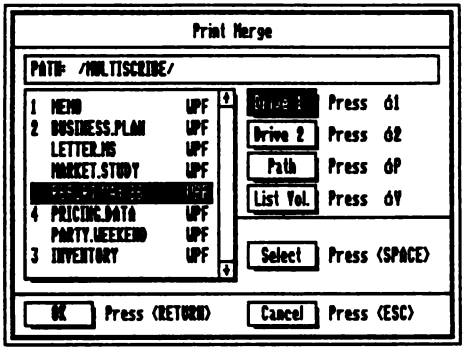
- If you choose Yes by clicking on Yes or pressing Y, your changes are saved and the Print Merge dialog box appears.

- If you choose No by clicking on No or pressing N, the document is closed with your changes unsaved, and the Print Merge dialog box appears.

- If you choose Cancel by clicking on Cancel or pressing Esc, the Print Merge operation is canceled and you're returned to your place in the current document.

The Print Merge dialog box contains an input bar for path, a scroll window, buttons for path selection (Drive 1, Drive 2, Path, List Vol.), and buttons for selecting and deselecting files for the print chain.

The scroll window contains a list of all files on the current path.



2. Select the files, one at a time, that you want to print together.

To select files:

- **If you're using a mouse**, click on a filename or scroll the file list by clicking on the scroll arrows until the desired filename is highlighted.

Click on the Select button or double click on the desired filename.

- **If you're using keyboard controls,** use the ↓ and ↑ keys to scroll the file list until the desired filename is highlighted.

Press the space bar.

The Select button changes to Deselect, indicating that the currently selected file will be deselected if you click on the Select/Deselect button or press the space bar. The Select/Deselect button works as a **toggle** between selecting and deselecting files.

As you select each document, a number appears to the left of the filename. This number represents the order in which that document will be printed relative to the other selected files.

To deselect files from the print chain:

- **If you're using a mouse**, click on a filename or scroll the file list by clicking on the scroll arrows until the appropriate filename is highlighted.

Click on the Deselect button.

- **If you're using keyboard controls,** use the ↓ and ↑ keys to scroll the file list until the appropriate filename is highlighted.

Press the space bar.

The filename is deselected and the remaining selected files are renumbered accordingly.

3. When you're finished selecting the files you want to link for printing, click on the OK button or press Return.

When you choose OK, the Print Merge operation continues by displaying the Print dialog box, allowing you to adjust the print settings before printing the document. For information on how to select the settings on the Print dialog box, see "Printing The Current Document."

If you've not yet specified your printer and interface card with the Printer Setup command, the Printer Setup dialog box will appear before the Print dialog box. For an explanation of Printer Setup, see "Getting Ready To Print."

Once you've selected all the Print settings, click on the Print button or press Return.

A dialog box appears to tell you that the linked files are being printed.

To cancel printing, click on the Cancel button or press Esc.

Quitting MultiScribe

When you've finished working on MultiScribe, you'll use the Quit command to exit to ProDOS.

If you want to enter FontEditor, choose the FontEditor command from the Menu.

⇒ Choose Quit from the File Menu.

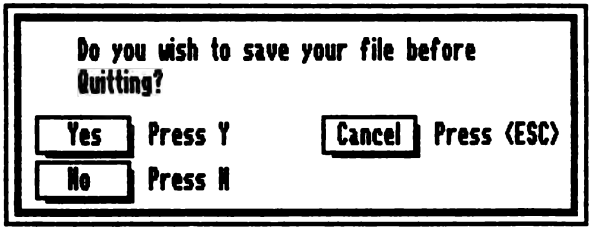
If you've saved the most recent changes to your document, the screen clears and the program exits to ProDOS.

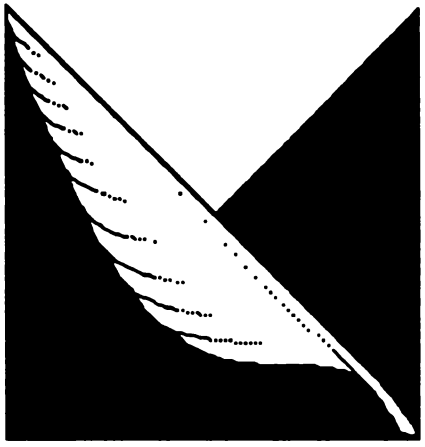
Otherwise, a dialog box appears, asking if you want to save your file before quitting.

- If you choose Yes by clicking on Yes or pressing Y, your changes are saved and the program exits to ProDOS.

- If you choose No by clicking on No or pressing N, MultiScribe exits to ProDOS with your most recent changes unsaved.

- If you choose Cancel by clicking on Cancel or pressing Esc, the Quit operation is canceled and the current document remains open.





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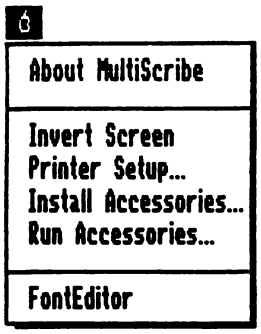


The Menu contains miscellaneous commands which perform functions that don't fall under any of the other menu heading categories.

About MultiScribe

When you select the About MultiScribe command, a dialog box appears, telling you about the authors and revision number of the program, as well as the amount of unused memory available for the current document. This amount is presented in K, which stands for **kilobytes**; it will decrease as your document grows.

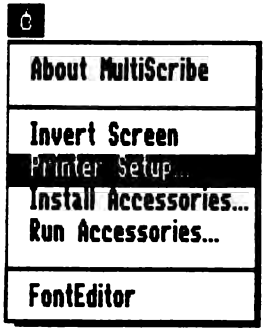
Click on OK or press Return to clear the dialog box from the screen.

For more information about memory and documents, see Appendix C, "MultiScribe File/Disk Organization."

Invert Screen

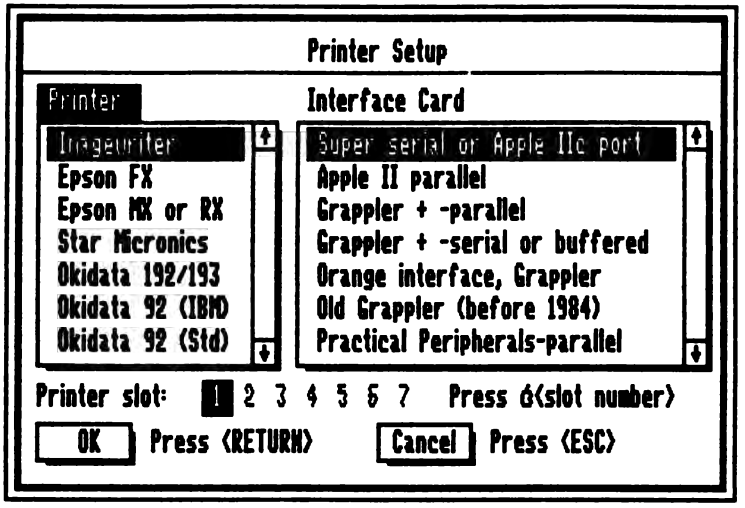
The Invert Screen command reverses the way things are displayed on the screen. When you select Invert Screen, what had been dark on the screen appears light and what had been light appears dark. If your screen currently has dark characters on a light background, it will be redrawn to show light characters on a dark background when you choose this command. Choosing Invert Screen again will restore the screen to dark characters on a light background.

Printer Setup



This command lets you set up your MultiScribe disk to print documents using the printer and printer interface card of your choice.

When you choose the Printer Setup command, a dialog box appears on the screen.



The Printer Setup dialog box contains scroll windows for choosing printer and interface card, an option line for choosing printer slot number, and OK and Cancel buttons.

To move back and forth between scroll windows, use the ← and → keys or click on the scroll windows you want to activate. The scroll window is activated when its name ("Printer" or "Interface Card") is highlighted. To scroll the lists in a scroll window, click on the arrows on the scroll bar or press the ↑ and ↓ keys.

The Printer Slot option above the OK and Cancel buttons tells you in which expansion slots of your Apple you have printer interface cards installed and which slot is selected to print. The numbers of slots in which printer cards are installed are displayed in normal video on your screen; the numbers of slots without printer cards appear dimmed. If you have more than one expansion slot

with a printer card installed, you must select the slot from which you want to print by clicking on the slot number or by pressing the ⌘ key simultaneously with the slot number key. For example, if you want to print using the card you have installed in slot 1, click on the 1 on the option line or press ⌘1.

Once you've chosen the slot number for the interface card with which you want to print, you'll assign a printer and interface card to that slot number.

To choose a printer, click on the name of your printer on the list in the Printer scroll window, or scroll the list until the name of your printer is highlighted.

To choose an interface card, click on the name of the interface card in the scroll window or scroll the list until the name of the interface card installed in the selected slot is highlighted.

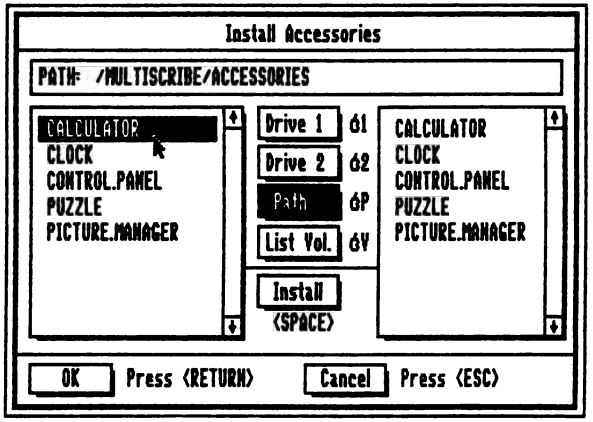
Once you've selected a printer and interface card, press Return or click on the OK button to store your settings. When you choose the Print command from the File Menu, MultiScribe will print your document using the slot number and setup information you specify with this command. The setup values and slot number choice remain in effect until you change them by selecting Printer Setup again.

Clicking on the Cancel button or pressing Esc cancels the Printer Setup command.

Install Accessories...

The Install Accessories command allows you to install **online** accessories which can be run directly from the MultiScribe Menu, thereby saving you the inconvenience of having to quit MultiScribe and run an accessory program from ProDOS every time you want to use an accessory. FontEditor is a pre-installed accessory, so you don't need to install FontEditor with the Install Accessories command (and you also can't use Install Accessories to remove it); FontEditor always heads the accessory listing on the Menu. You can install an additional 15 accessories using the Install Accessories command. There is only room for the first five installed accessories to appear on the Menu below FontEditor. Additional installed accessories can be accessed by choosing the Run Accessory command from the Menu.

Install Accessories may be used at any time and is never dimmed. When you choose Install Accessories a dialog box appears.



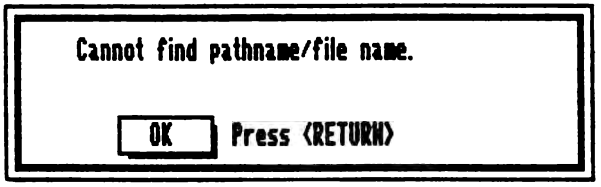
The Install Accessories dialog box contains an input bar for PATH, scroll windows for file listings and for listing accessories, buttons for path selection (Drive 1, Drive 2, Path, List Vol.), and an Install button.

To move back and forth between the left and right scroll windows, use the ← and → keys or click on the scroll window you want to activate. A scroll window is activated when the first name in its list is highlighted. To scroll the lists in the scroll windows, use the ↑ and ↓ keys or click on the scroll arrows.

The scroll window on the left contains a list of the accessory files as well as any directories found on the current path. If no path has been selected yet, a message instructing you to select Drive 1, Drive 2, or another path appears in the scroll window. Click on Drive 1 or Drive 2 or press ⌘1 or ⌘2 if the file from which you want to install an accessory is contained in a disk in one of these drives; click on Path or press ⌘P if you know the name of the path on which the accessory is located or if the path is in a volume other than a disk in Drive 1 or Drive 2. When you click on the Path button, the insertion point appears in the PATH input bar, allowing you to type in the desired pathname. Clicking on the OK button or pressing Return creates a listing of files from the path in the left scroll window.

If you don't know the name of the path on which the accessory you want to use is located, you can click on the List Vol. button or press ⌘V to use the List Volumes command to list all online volumes in the left scroll window. You can then list all files and directories on the appropriate volume to find the pathname on which the accessory you want to install is located. Volumes are preceded by a slash ("/") and followed by the volume's slot and drive number; directories are simply preceded by a slash .

If you type in the wrong pathname (one that does not exist or one from a disk you are not currently using) a dialog box appears to tell you the pathname can't be found. A dialog box will also appear if you select a drive that does not contain a disk.



If either of these dialog boxes should appear, click on OK or press Return to return to the Install Accessories dialog box.

When you select a path which contains no accessories, the message "No accessories found. Try a different disk or path." appears in the scroll window. Choose a different pathname or cancel the Install Accessories operation.

Once you've specified the pathname from which you wish to install an accessory or accessories, a listing of all the accessories contained on that path appears in the right scroll window.

You select an accessory for installation by scrolling the left scroll window until the desired accessory is highlighted. When the desired accessory is highlighted, select that accessory for installation:

- **If you're using a mouse**, click on the Install button.
- **If you're using keyboard commands**, press the space bar.

The first five accessories you install will appear below FontEditor on the Menu (for access to additional installed accessories, select Run Accessories from the Menu).

To remove an accessory, scroll down the accessory listing in the right scroll window until the accessory you want to remove appears highlighted. If you're using a mouse you can also click on an accessory's name to select it for removal.

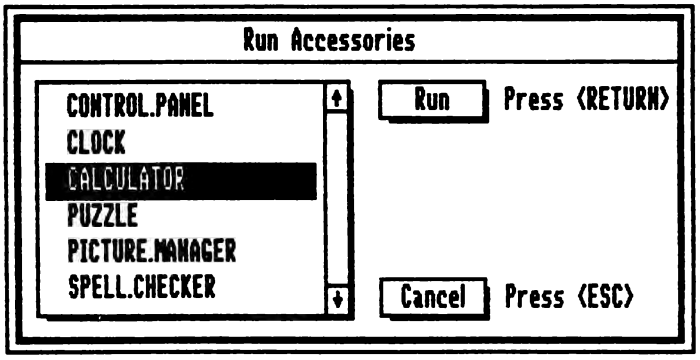
When an accessory is selected for removal, the pathname of the selected accessory appears in the PATH input bar and the Install button is automatically converted to Remove. Click on the Remove button or press the space bar to remove an accessory.

An accessory which has been removed has not been deleted from its path. Removing an accessory simply reverses the Install Accessories command. This means you no longer have direct access to the accessory from the Menu; thus, when you choose the Menu, a removed accessory no longer appears in the accessory listing.

Run Accessories...

The Run Accessories command gives you access to all of the accessories you have installed using the Install Accessories command. While the Install Accessories command allows you to install up to 15 accessories at one time, only the first five accessories you install will actually appear on the ⍥ Menu. You must choose Run Accessories to get access to your additional installed accessories.

Run Accessories is never dimmed and can be used at any time. When you choose Run Accessories a dialog box appears.



The Run Accessories dialog box contains a scroll window and buttons for Run and Cancel.

When you choose the Run Accessories command, a listing of installed accessories appears in the scroll window. If you have not installed any accessories, the message 'No accessories installed. Use "Install Accessories" before running.' appears in the scroll window.

To run an accessory:

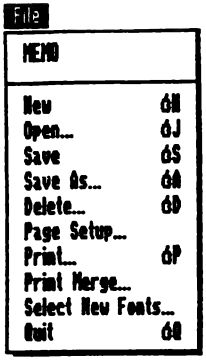
- **If you're using a mouse,** double click on the desired accessory OR scroll the accessory list by using the mouse to press the scroll arrows until the desired accessory is highlighted and click on the Run button.
- **If you're using keyboard commands,** scroll the accessory list with the ↓ and ↑ keys until the desired accessory is highlighted and press Return.

Click on Cancel or press Esc to cancel the Run Accessory command.

FontEditor

FontEditor is an application which runs under MultiScribe that allows you to create new fonts and edit existing ones. For a complete description of FontEditor and instructions on using it, see Chapter 5, "Learning FontEditor", Chapter 6, "Using FontEditor", and Chapter 7, "FontEditor Reference."

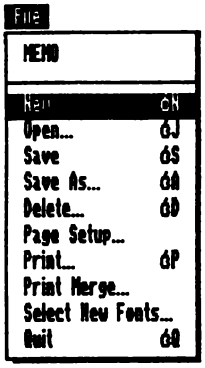
File Menu



The File Menu contains commands for managing and maintaining documents.

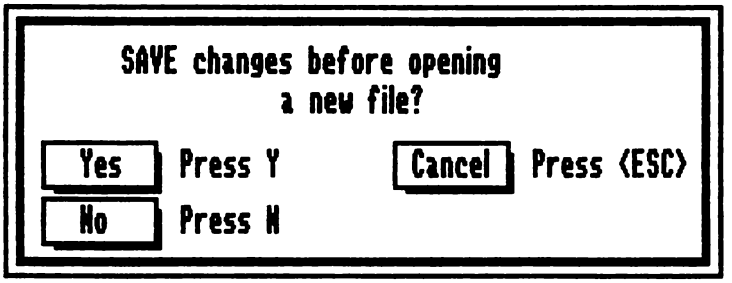
The name of the document you're working on is displayed above the commands on the File Menu. If you haven't given your document a name, the word "Untitled" appears there instead.

New



The New command clears the document window and creates a new, empty document.

Unless you choose New immediately after starting up MultiScribe or after choosing New, a dialog box appears, asking if you want to save the changes you've made to your current document before creating a new one.

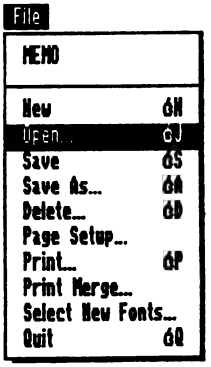


If you choose Yes by clicking on the Yes button or pressing Y, a copy of the current document is saved, replacing the old copy of the document on disk. If the document has not been saved before, you'll be asked for the pathname and filename under which to save it.

If you choose No, the document is closed with your most recent changes unsaved, the document window is cleared, and a new, empty document appears on the screen.

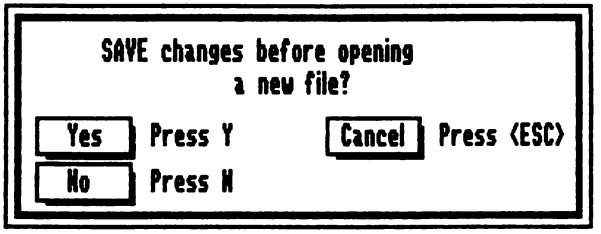
If you choose Cancel, the command is canceled and your old document remains open.

Open

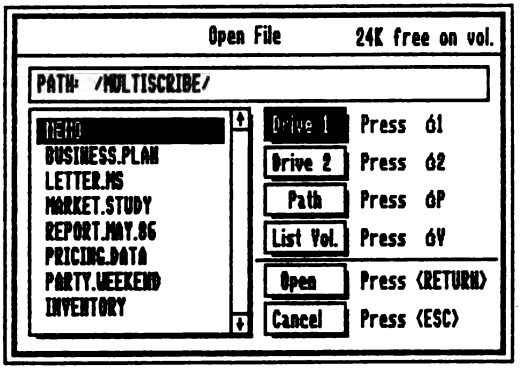


The Open command reads a document from disk and displays it in the document window on the screen.

The Open command may be used at any time. If you're working with a document with unsaved changes when you choose the Open command, a dialog box appears, asking if you want to save the changes you've made to your current document before opening another one.



If you choose Yes, the document is saved, replacing the last version of the document on disk . If you choose No, your most recent changes are unsaved. If you choose Cancel, the Open command is canceled and you're returned to your old document; otherwise, another dialog box appears.



The Open dialog box contains an input bar for path, a scroll window, buttons for selecting path (Drive 1, Drive 2, Path, List Vol.), and buttons for Open and Cancel.

The buttons for selecting path -- the Drive 1, Drive 2, Path, and List Vol. buttons -- allow you to specify the path from which you want to open documents. If you haven't specified a pathname since starting up MultiScribe -- if you haven't performed any Save or Open operations -- the Open button will be dimmed and the scroll window will contain a message asking you to select a drive or specify a path name. Before you select a document to open you'll want to be sure that you've chosen the correct path from which to open your document files.

A path is either a volume -- a disk drive like drive 1 or drive 2 or a hard disk -- or a volume and subdirectories. If you want to open a document file on the disk in drive 1 or drive 2, just click on the Drive 1 or Drive 2 button or press ⌘1 or ⌘2. If you want to open a file on a hard disk or on a subdirectory of a volume and you know the pathname for the path where the document file is located, click on the PATH input bar or Path button, or press ⌘P, and enter the pathname from which you want to read a file. You can enter a pathname with a length of up to 40 characters.

When you've chosen a path, all the directories and MultiScribe document files on that path are displayed in the scroll window, and the total amount of memory space left on the volume on which the current path is located is displayed in K (for **kilobytes**) in the upper right corner of the Open dialog box. Directories are differentiated from other types of files by being preceded by a slash.

If you want to open a document but can't remember the path on which it's stored, click on List Vol. or press ⌘V to list all online volumes in the scroll window. Volumes are distinguished from document files by being preceded by a slash ("/") and followed by the volume's slot and drive number. Directories are also preceded by a slash but are not followed by slot and drive numbers. To list all the files on a volume or directory, select the volume or directory by scrolling the scroll window until the desired subdirectory name is highlighted.

Open the volume or directory by double clicking on the selected volume or directory name or clicking on the Open button if you're using a mouse, or by pressing the the Return key if you're using keyboard controls. All the MultiScribe document files on that volume or directory are displayed in the scroll window, and the total amount of memory space left on the volume on which the current path is located is displayed in K (for **kilobytes**) in the upper right corner of the Open dialog box. The scroll window can display the names of up to 8 documents. To scroll the list of documents:

- **If you're using a mouse**, position the pointer on either the up or down arrows on the scroll bar, press the mouse button, and hold it down. The names of the documents on the current path will be scrolled either down or up until you release the mouse button or reach the bottom or top of the list.

- **If you're using keyboard controls**, press the ↑ and ↓ keys to scroll the document list. The names of the documents on the current paths will be scrolled down or up until you reach the bottom or top of the list.

To open a document:

- **If you're using a mouse**, double click on the document you want to open

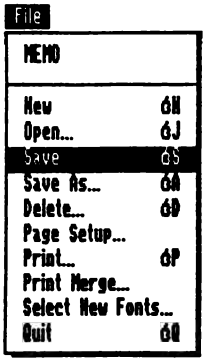
  OR

  first select the document you want to open by clicking on the document filename or by scrolling the document list until the document appears highlighted; then click on the Open button.

- **If you're using keyboard controls**, scroll the document list until the name of the document you want to open is highlighted. Open the document by pressing Return.

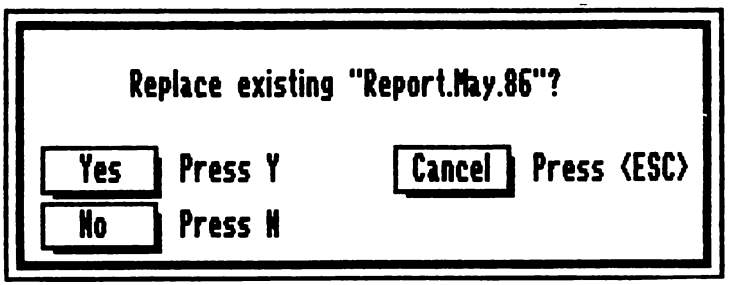
The document you selected will be read from disk into memory and displayed in the document window on the screen.

Save



The Save command saves a copy of the current document to disk.

Save may be used at any time and never appears dimmed. If you're saving an untitled document or a newly-opened ASCII text document, a dialog box appears, asking you to name the document. (See "Save As" for an explanation of this dialog box.) If you give the document the name of a document already stored on the disk, a dialog box appears, asking if you want the document you're saving to replace the document of the same name on the disk.

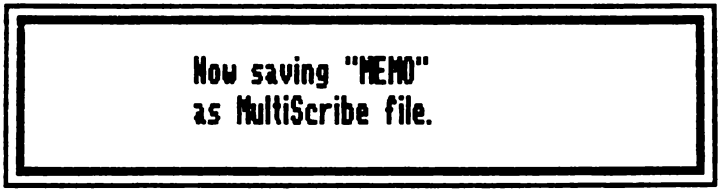


If you choose Yes, the document is saved under the name you specify. If you choose No, you're returned to the previous dialog box to give the document another name. If you choose Cancel, the entire Save operation is canceled.

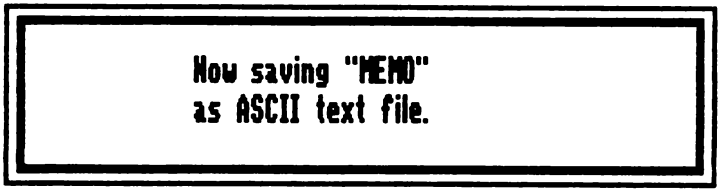
Once you've named and saved the document, it's saved on disk and its name will appear in the scroll window when you select the Open command.

If you've just opened the file and it was last saved to disk as a MultiScribe file or Old MultiScribe file, it will be saved as a MultiScribe file. If you've just opened the file and it was last saved to disk as an ASCII text file, the Save As dialog box appears, with the pathname of the path from which the file was read in the PATH input bar and no name in the NAME input bar. You can give the file a new filename and save it as a MultiScribe file (the default selection) or give it its old name and save it again to disk as an ASCII text file.

Once you've opened or created a file and saved it, the next time you save that file it will be saved with the same name and file format, and MultiScribe will display a dialog box telling you the name of the document being saved as well as the file format -- MultiScribe file, ASCII text file, or Old MultiScribe file (for users who created MultiScribe files with versions of MultiScribe prior to version 2.0) -- under which the document is being saved. (For more information on file formats used by MultiScribe to save files and how you can specify a file format other than MultiScribe file for your document, see the next command discussed in this chapter, "Save As.")



For example, if you opened a MultiScribe file and saved it as an ASCII text file and then saved the file again immediately afterward it would be saved as an ASCII text file without the Save As dialog box appearing.

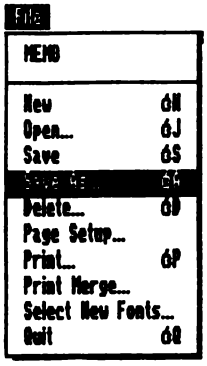


Use the Save command when you want to update an existing document on disk.

Use Save As when you want to:

- save a changed document to a new file name while retaining the old version of the document under its existing name;
- make a backup or copy of an existing document with a different path or document name from the original.
- save a document with a different file format.

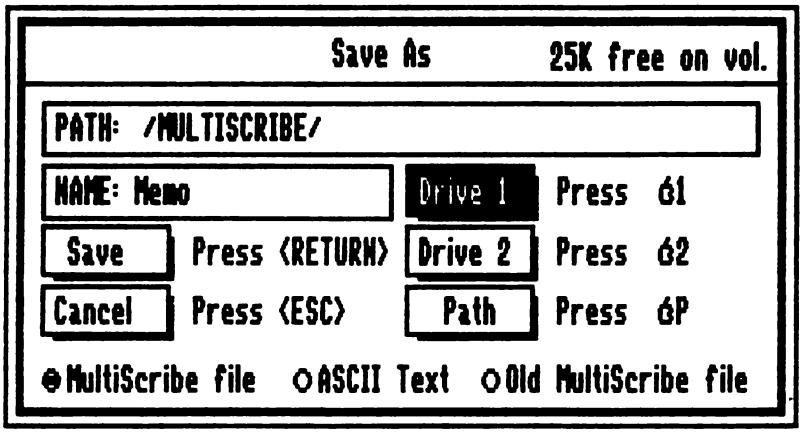
Save As



The Save As command allows you to save a document under a different filename, and/or a different pathname, and/or a different file format.

As with Save, the Save As command may be used at any time and never appears dimmed on the File Menu.

When you select the Save As command, a dialog box appears.



The Save As dialog box contains input bars for PATH and document NAME, buttons for path selection (Drive 1, Drive 2, Path), buttons for Save and Cancel, and file format option settings for saving your document as a MultiScribe file, ASCII text file, or Old MultiScribe file.

The PATH input bar contains the name of the current path, the last path from which a document was opened or to which a document was saved. If no path has been specified, the PATH input bar is empty and the Save button is dimmed. To specify a disk in Drive 1 or Drive 2 as the path, choose Drive 1 or Drive 2. The name of the path associated with the disk in the drive you specify appears in the PATH input bar. To specify a path not on a disk in drives 1 or 2 (such as a hard drive volume or subdirectory) or a subdirectory of a volume on drives 1 or 2, choose Path. The insertion point moves from the NAME input bar to the PATH input bar, where you can type in the name of the path of your choice. NOTE: *The pathname you specify must already exist; otherwise, MultiScribe will display a dialog box telling you that the path could not be found.*

To create paths, volumes, and directories, you must do so from BASIC, with the ProDOS Filer utility on the **ProDOS User's Disk**, or with some other disk utilities program, such as **Copy II Plus**.

Once you've specified the path to which you want to save your document, the amount of space left on the volume on which that path exists appears in K (for **kilobytes**) in the upper right corner of the Save As dialog box.

If you're saving an untitled document, the NAME input bar is empty. If you're saving a document that has already been named and saved on disk, the NAME input bar contains the current document name. The cursor appears at the end of the document name.

To move the cursor back and forth between the PATH and NAME input bars and the line of option settings for file format:

- **If you're using a mouse**, click on the input bar you wish to edit or on the option you wish to set.
- **If you're using keyboard controls**, use the ↑ and ↓ keys to move the cursor back and forth between input bars and the line of file format options.

If you want to save the document under a different name, enter a new document name in the NAME input bar. See Appendix H, "ProDOS Filenames and Pathnames," for information regarding rules for naming documents.

The Save As command lets you save documents under three different file formats: MultiScribe file, ASCII Text, and Old MultiScribe file. The format you'll use most often is MultiScribe file, which is any file you create with MultiScribe version 2.0 or greater. Old MultiScribe file is a setting to allow you to save files to work with versions of MultiScribe prior to 2.0; you'll probably use this setting only on very rare occasions.

The other setting, ASCII Text, allows you to save a MultiScribe document as an ASCII text file, which may then be used with other ProDOS word processing programs, such as AppleWorks.™ When you save a MultiScribe document as an ASCII text file, you save the text of your document only -- without MultiScribe fonts, styles, sizes, or special formatting.

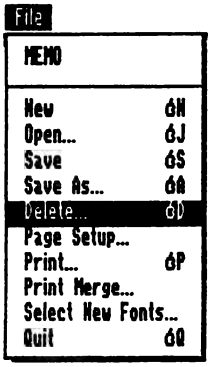
Be careful not to save a document as an ASCII text file if you want to retain fonts, styles, or sizes of characters in the document.

To choose a different file format:

- **If you're using a mouse**, click on the circle in front of the option you wish to set.
- **If you're using keyboard controls**, use the ↓ key to move the cursor down to the line of file format options. Use the ← and → keys to move the cursor from option to option; select an option by pressing the space bar.

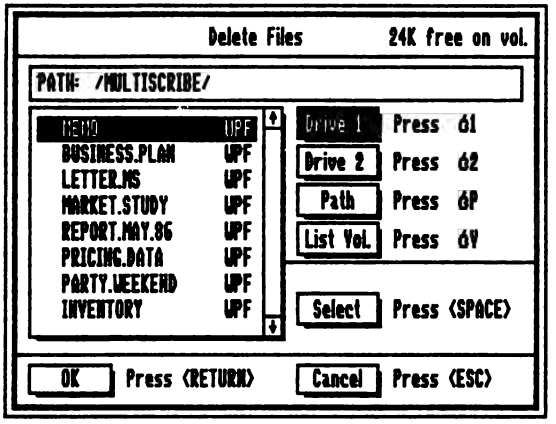
When the input bars contain the document name and pathname under which you want the document saved and you've selected the appropriate file format, click on the Save button or press Return. The document is saved to disk with the specified pathname, filename, and file format.

Delete. . .



The Delete command allows you to remove unwanted files from your disk. With Delete you can remove more than one file at a time, and you can remove files of various file types, not just MultiScribe document files.

The Delete command may be used at any time and is never dimmed. When you choose Delete a dialog box appears.



The Delete dialog box contains an input bar for PATH, a scroll window, buttons for path selection (Drive 1, Drive 2, Path, List Vol.), and a Select button.

If a path has been selected, the amount of space (in K, for **kilobytes**) left on the current volume appears in the upper right corner of the Delete dialog box and the scroll window contains a list of the files found on the current path. If no path has been selected yet, a message instructing you to select Drive 1, Drive 2, or another path appears in the scroll window. Click on Drive 1 or Drive 2 or press ⌘1 or ⌘2 if the files you want to delete are contained in a disk in one of these drives; click on Path or press ⌘P if the files you want to delete are on a volume other than a disk in drive 1 or drive 2 and you know the pathname for that volume. When you click on the Path button, the insertion point appears in the PATH input box, allowing you to type in the desired pathname. Clicking on the OK button or pressing Return creates a listing of files from the path in the scroll window and displays the amount of space left on the current volume in the upper right corner of the dialog box.

If you're not certain on which volume or path your files are located, you can click on the List Vol. button or press ÓV to use the List Volumes command to list all online volumes in the scroll window. You can then list all files and directories on the appropriate volume to find the pathname on which the files you want to delete are located. Volumes are preceded by a slash ("/") and followed by the volume's slot and drive number; directories are simply preceded by a slash .

If you type in the wrong pathname (one that doesn't exist or one from a disk you are not currently using), a dialog box appears to tell you the pathname can't be found. A dialog box will also appear if you select a drive that does not contain a disk.

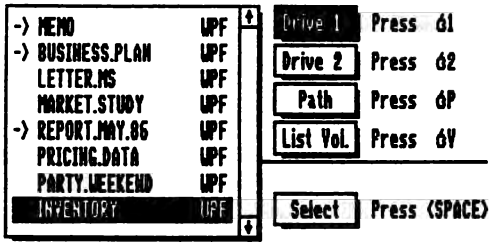
If either of these dialog boxes should appear, click on OK or press Return to return to the Delete dialog box.

When you select a path which contains no files, the message "No files found. Try a different disk or path." appears in the scroll window. Choose a different pathname or cancel the Delete operation.

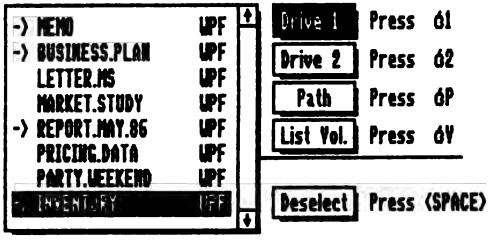
Once you've specified the pathname from which you wish to delete files, all the files on that path -- including fonts, program files, and MultiScribe text files -- appear in the scroll window. Some files -- ProDOS and the font files and MultiScribe program files on your program disk, for example -- appear dimmed; these files are necessary for running MultiScribe and cannot be deleted. The files which do not appear dimmed are those available for deletion. Directories, if any exist, are preceded by a slash ("/") and cannot be selected for deletion, although they are not dimmed; rather, when you select a directory, all the files and subdirectories on that directory are listed in the scroll window.

You select a file for deletion by scrolling the scroll window list until the desired filename is highlighted. **If you have a mouse**, you can just double click on the desired filename or scroll the file list by using the mouse to press the the scroll arrows until the desired filename is

highlighted. If you're using keyboard controls, you can scroll the file list with the ↓ and ↑ keys until the desired filename is highlighted. When a file is highlighted, you can select that file for deletion by several means. If you're using a mouse, you can click on the Select button while the desired name is highlighted. If you're using keyboard commands, press the space bar while the desired filename is highlighted. An arrow appears to the left of a selected file.

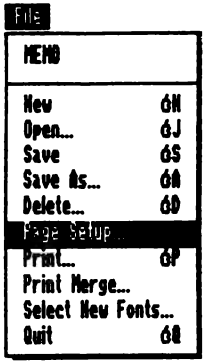


Deselecting files is accomplished in a manner very similar to selection. If you're using a mouse, double-click on a selected filename to deselect that file, or scroll down the list of filenames until the file you choose to deselect is highlighted and then click on the Deselect button. If you're using keyboard controls, scroll the list of filenames to highlight the selected filename you wish to deselect and then press the space bar. When the arrow to the left of the file name disappears, the file has been deselected and is no longer included in the group to be deleted.



You cannot combine selections of files from different paths for deletion. Each different path requires a separate execution of the Delete command. If you attempt to delete files from more than one path simultaneously, the files chosen from the first path will automatically be deselected and only those selected from the second path will be deleted.

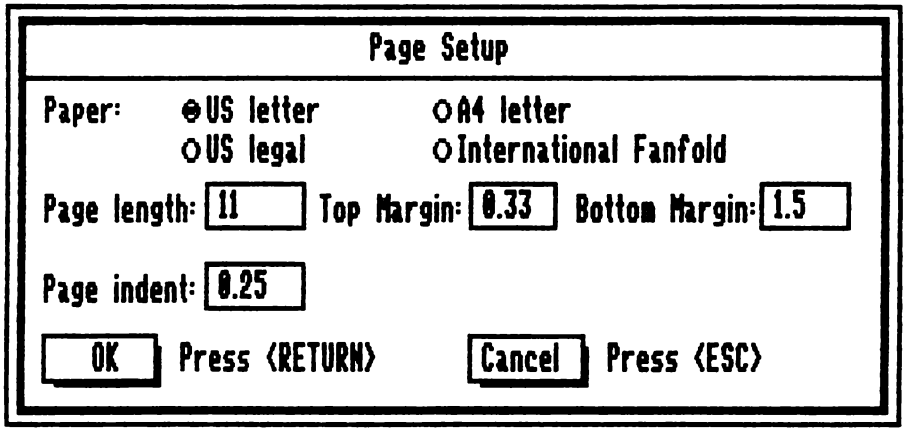
Page Setup. . .



The Page Setup command allows you to specify page formatting settings prior to printing. With Page Setup you can choose from four standard paper lengths, specify your own nonstandard paper length, and specify top and bottom margins and the depth of page indentation (for centering print on wide carriage printer paper).

Page Setup may be used at any time and is never dimmed on the File Menu, which means you can change the page format of a completed document or one in progress, or specify page formatting specifications before creating a document.

When you choose the Page Setup command, a dialog box appears.



The Page Setup dialog box contains option settings for four standard paper sizes -- **US letter** (8 1/2" x11"), **US legal** (8 1/2" x 14"), **A4 letter** (8 1/2" x 11-2/3"), and **International Fanfold** (8 1/4" x 12"). There are also input bars for Page length, Top Margin, Bottom Margin, and Page Indent, as well as buttons for OK and Cancel.

The Page Setup dialog box initially appears with the US letter option setting selected. In accordance, the Page Length is set at 11", the top margin is set as .33", the bottom margin is set at 1.5", and the Page Indent as .25." If you desire a standard page format other than US letter, you can select one of the other three options settings:

- **If you're using a mouse,** click on the option setting in front of the paper size you want.

- **If you're using keyboard controls,** use the ↑ and ↓ keys to move from option line to option line and the ← and → or Tab and ⇧Tab to move between option settings. Press the space bar to select an option.

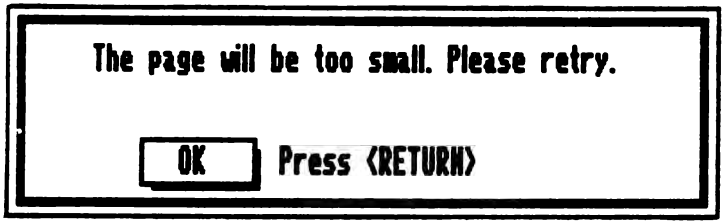
Selecting a standard format option other than US letter automatically changes the page length in the input bar to the length associated with that standard.

To specify a page length other than one of the four standard options, enter a page length value in the Page length input bar. If you're using a mouse, just click on the input bar and enter the desired page length value. If you're using keyboard controls, press the ↓ key twice to move the insertion point into the page length input bar and enter a new page length value.

To specify top and bottom margins, enter the desired values in the appropriate input bars. If you're using a mouse, just click on the input bar and enter the desired margin value. If you're using keyboard controls, press the ↓ key twice to move the insertion point to the input bar option line and the → key to move the insertion point into the appropriate input bar; once the insertion point is positioned in the input bar, enter a new margin value at the insertion point.

The dimensions of the page length and the two margins are governed by what is called **page content**. The page content length restrictions are a maximum of 14" and a minimum of 3" for actual text, so the page length value you enter in the input bar can be no less than 3" and no greater than 14". The sizes you specify for top and bottom margins must combined reserve at least 3" for text on the page. For example, you could enter a 14" page length with a top margin of 7" and a bottom margin of 3" because three inches would still be reserved for text. If either margin were increased, however, either the page length or one of the margin values would be rejected, depending on which value exceeds the page content limit.

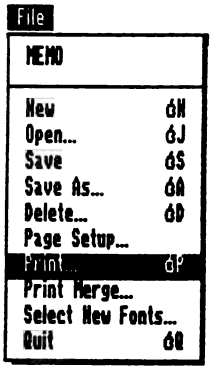
If you attempt to specify a page content area less than 3" or greater than 14", a dialog box appears to tell you that the page will content will be too small to print.



If this dialog box appears, click on the OK button or press Return to return to the Page Setup dialog box.

If no other value is specified, the Page Indent input bar automatically displays the default value, .25 inches. It is important to note that the Page Indent does not create a margin. Changing the dimensions of the Page Indent will not change the way your document is displayed on your screen, as changing the right and left margins does. This is because Page Indent is used for printing only and is used primarily for centering MultiScribe documents on wide carriage printer paper. While the default .25 inches centers your text for printing on 8 1/2" paper, you can position your text in different places on your printout by adjusting the Page Indent. You must be careful not to select too high a number, though, or the printer might print off the edge of the page. You can select a Page Indent up to 12 inches.

Print

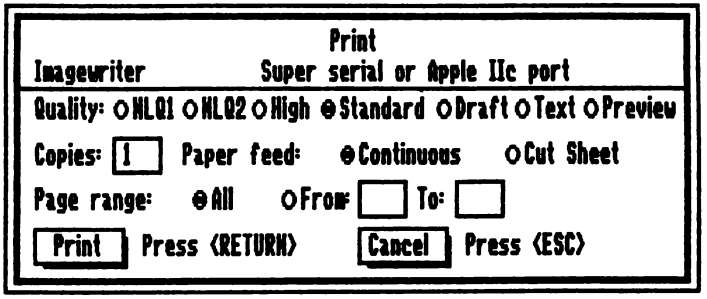


The Print command prints a copy of the current document according to your specifications.

Print may be used at any time and is never dimmed on the File Menu.

You won't be allowed to print until you've specified which printer and interface card you're using, so if you've never used Printer Setup to tell MultiScribe which printer and interface card you have installed, the Printer Setup box appears when you choose Print. Set the Printer Setup specifications so that MultiScribe will print correctly with your hardware. For an explanation of the Printer Setup dialog box, see "Printer Setup."

When you choose the Print command, a dialog box appears.



The Print dialog box contains option lines with settings for print quality, number of copies, paper feed, and page range. To select settings:

- **If you're using a mouse**, click on the setting in front of each option you want.
- **If you're using keyboard controls**, use the ↑ and ↓ keys to move from option line to option line and the → and ← keys or Tab and ⇧Tab to move among settings. When a setting is activated, it flashes. Press the space bar to choose the setting. When a setting is chosen, a "•" appears in the setting circle.

The names of the Printer and Printer interface card you've chosen in the Printer Setup command are displayed on the top line of the Print dialog box.

The second line lets you choose the print quality you want for your document. The NLQ1 and NLQ2 settings will give your printed document maximum detail. For greatest resolution, use NLQ1 with thin fonts such as Hemingway and Milton. Thicker fonts such as Chaucer or Shakespeare are best printed in NLQ2. Due to the extent of detail, NLQ1 and NLQ2 take the longest time to print. High is the next degree of quality and prints documents with high resolution. It takes slightly less time than NLQ1 or NLQ2 to print. Standard is the next highest quality print; it is a fine quality print mode for most of your printing needs and prints a page of text in about 2/3 the time of High quality. Draft is a lower quality mode which prints a light draft copy of your document; it prints slightly faster than Standard.

Unlike the other five print modes, Text mode does not print MultiScribe documents as they appear on the screen; rather, Text prints documents with your printer's character set and does not print different fonts, sizes, or styles. It is by far the fastest print mode, however, as it uses your printer's own character set to print documents. If you need to print a MultiScribe document with a letter quality printer or with a special print mode on your printer, select this print quality setting.

The final option, Preview, allows you to view your document on the screen as it will actually appear on a printed page without actually printing it. This means you can see features such as headers and footers which are hidden from view while a document is in progress.

To choose print quality:

- **If you're using a mouse**, click on the setting in front of the print mode you want.
- **If you're using keyboard controls**, use the → and ← keys or Tab and ⇧Tab to move to the print quality mode you want. As you move the arrow keys, the setting in front of the currently selected option will flash. When the print mode you want is flashing, press the space bar.

When you choose a print quality mode, the setting in front of the print mode you select is marked.

To choose the number of copies you want to print, click on the Copies input bar or press the ↑ and ↓ keys until the insertion point appears in the input bar. The preset value is 1. To enter a new value, use the Delete key to delete the old value and type in the number of copies you want to print.

The Paper feed option allows you to print continuous copies, as with tractor feed on your printer, or cut sheet copies, as with a sheet feeder. If you choose Continuous, the entire document is printed at one time, with page feeds done automatically. If you choose Cut Sheet, one sheet is printed at a time; after each page is printed, a dialog box appears, prompting you to insert the next sheet of paper.

The Page Range option allows you to specify a range of pages to print. If you choose ALL, all the pages in the document are printed. If you choose to specify a range of pages, choose the option setting in front of From. The input bars are activated. Enter numbers for the first and last pages.

Once you've specified the settings you want, click on the Print button or press Return.

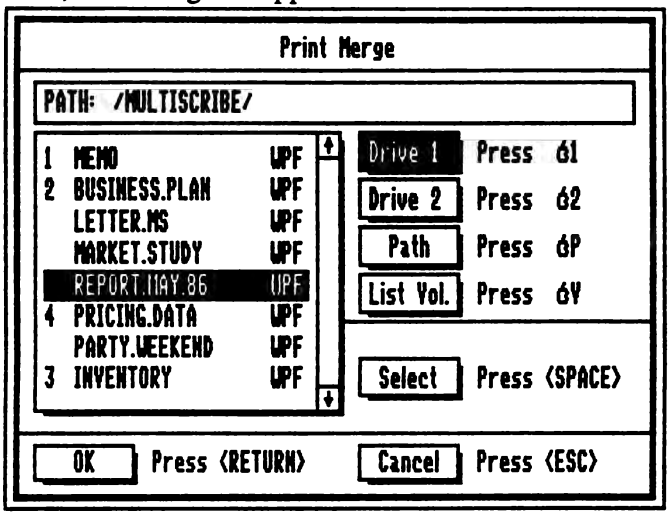
Pressing the Cancel button or pressing Esc cancels the Print operation.

Print Merge

The Print Merge command allows you to link MultiScribe document files (WPF files) and print the files as one long document.

Print Merge may be used at any time and is never dimmed.

If you've made unsaved changes to your document, a dialog box appears when you choose Print Merge, asking if you want to save the current version of your document before proceeding with the Print Merge operation. Otherwise, when you select the Print Merge command, this dialog box appears.



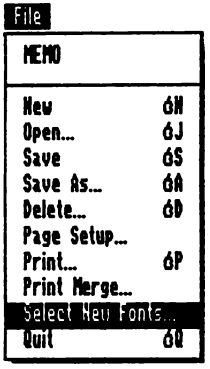
The Print Merge dialog box contains an input bar for PATH, a scroll window, buttons for path selection (Drive 1, Drive 2, Path, List Vol.), and a Select/Deselect button for selecting -- and deselecting -- files to be linked for printing.

The scroll window contains a list of all files in the current path (unless no path has been selected yet, in which case it contains a message instructing you to select a path). Select the files, one at a time, that you want to link together for printing. To select a file, first click on the filename or scroll the list until the name of the file you want to select is highlighted; then click on the Select button or press the space bar. As you select each file, a number appears to the left of the file, telling you the order in which each file will be printed (the file with 1 beside it will be printed first, the file with 2 beside it will be printed second, etc.).

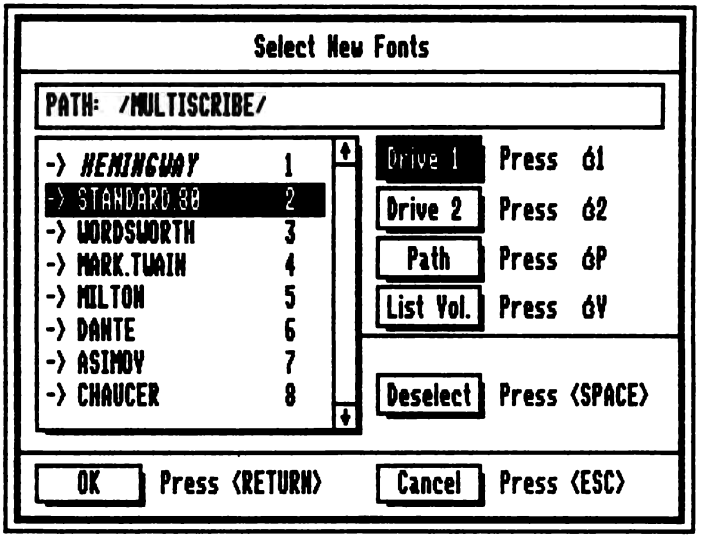
To deselect files from the print chain, first select the file you want to remove from the print chain by clicking on it or scrolling the list until it's highlighted. When a previously selected file is highlighted the Select button automatically switches to Deselect. Click on the Deselect button or press the space bar. The filename will be deselected -- a file is deselected when the number to its left disappears -- and the remaining selected files will be renumbered accordingly. For example, if you had *File.A* selected as the first file to be printed, *File.B* as the second, and *File.C* as the third and then deselected *File.B*, *File.C* would become the second file in the print chain and the number beside it would be changed from 3 to 2.

Select New Fonts. . .

The Select New Fonts command expands the selection of fonts available for creating a document by letting you choose an alternative selection of 1 to 16 fonts from another path.



The Select New Fonts command may be used at any time and is never dimmed. When you choose Select New Fonts, a dialog box appears.



The Select New Fonts dialog box contains an input bar for PATH, a scroll window, buttons for path selection (Drive 1,Drive 2, path, List Vol.) and a Select/Deselect button for selecting and deselecting fonts.

The scroll window contains a list of the fonts, along with their font numbers, as well as any directories found on the current path. If no path has been selected yet, a message instructing you to select Drive 1, Drive 2, or another path appears in the scroll window. Click on Drive 1 or Drive 2 or press ⌘1 or ⌘2 if the fonts you want to install are contained on a disk in one of these drives; click on Path or press ⌘P if you know the name of the path on which the fonts you want to use are located or if the path is in a volume other than a disk in Drive 1 or Drive 2. When you click on the Path button, the insertion point appears in the PATH input bar, allowing you to type in the desired pathname. Clicking on the OK button or pressing Return creates a list of fonts from the specified path in the scroll window.

If you don't know the name of the path on which the fonts you want to use are located, you can click on the List Vol. button or press ⌘V to use the List Volumes command to list all online volumes in the scroll window. You can then list all fonts and directories on the appropriate volume to find the pathname on which the fonts you want to install are located. Volumes are preceded by a slash ("/") and followed by the volume's slot and drive number; directories are simply preceded by a slash .

Once you've selected a path and a font list appears in the scroll window, select fonts one at a time by scrolling the list until the desired fontname is highlighted. When a fontname is highlighted, it can be selected. To select a font:

- **If you're using a mouse**, double click on the highlighted fontname OR click on the Select button while the desired name is highlighted.
- **If you're using keyboard commands**, press the space bar.

An arrow appears to the left of a selected font.

To deselect a font, scroll down the list of fontnames until the font you choose to deselect is highlighted. When a previously selected font is highlighted the Select button automatically switches to Deselect. Click on the Deselect button or press the space bar. The font is deselected and the arrow to the left of the fontname disappears.

You can create a new set of fonts containing up to 16 fonts from a single path. You can't create a new set of fonts by combining selections of fonts from different paths. Selecting fonts from a path automatically deselects all fonts chosen in a previous path.

The font number of a font is indicated to the right of the font when it appears in the scroll window.

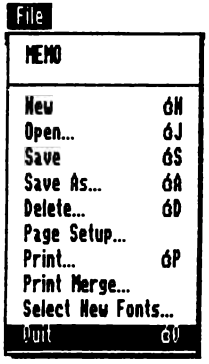
Those fonts which were selected when you chose Select New Fonts and which also appear on the new path appear selected, with an arrow to the left of the fontname.

If you're editing a document when you choose Select New Fonts, those fonts you were using to create the document which are also on the new path appear italicized in the scroll window, so you can recreate your original document exactly. If you do not select a font which has been used in creating the document, it will automatically be replaced throughout the document with the lowest numbered font from the new set of selected fonts. Fonts are provided by StyleWare with a unique number from 1 to 200.

A similar situation arises if you open a document created with a different font set and choose the Select New Fonts command. The fonts contained in the current font set appear on the list in the scroll window as selected fonts; an arrow appears to the left of each font to indicate that it is selected. Any fonts on the current path used in the creation of the document appear italicized, to let you know which fonts you'll need to select if you're to reproduce the newly opened document exactly. Some commonly used fonts, of course, will appear both selected and italicized.

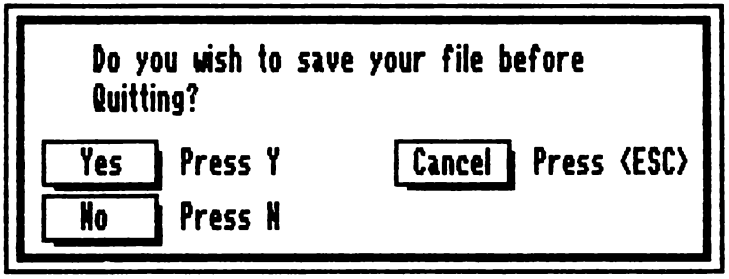
To cancel the Select New Fonts command, click on Cancel or press Esc.

Quit



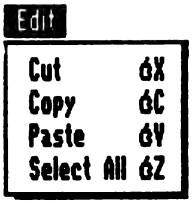
The Quit command lets you quit MultiScribe and exit to ProDOS.

If you've made unsaved changes to the current document, a dialog box appears, asking if you want to save the most recent version of the current document before quitting.



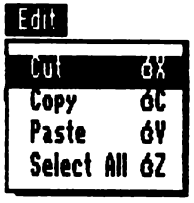
If you click on the Yes button or press Y to choose Yes, the current document is saved, replacing the old version of the document on disk, and then closed. If you click on No or press N to choose No, the file is closed with your most recent changes unsaved. If you choose Cancel, the Quit operation is canceled and the current document remains open; otherwise the screen is cleared and MultiScribe exits to ProDOS.

Edit Menu



On the Edit Menu you'll find commands to help you delete, copy, move, and replace blocks of text. Each of the Edit Menu commands makes use of a disk file called the Clipboard, where cut or copied text is stored. The Clipboard remains on the disk even after you shut off your Apple. The last selection cut or copied to the Clipboard remains there until a new Cut or Copy is made.

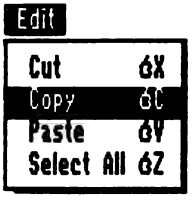
Cut



The Cut command deletes selected text, rulers, and page breaks from a document and stores the deleted material on the Clipboard, replacing the Clipboard's current contents.

This command may be used only when you have selected text, rulers, or page breaks and otherwise remains dimmed.

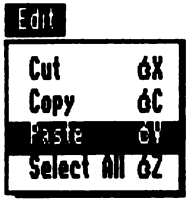
Copy



The Copy command copies selected text, rulers, and page breaks to the Clipboard, replacing the current contents of the Clipboard.

This command may be used only when you have selected text, rulers, or page breaks and otherwise remains dimmed.

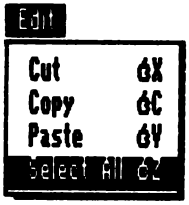
Paste



The Paste command writes the contents of the Clipboard into your document at the insertion point. If the insertion point is at the end of a selection, the selection is replaced by the contents of the Clipboard. The insertion point moves to the beginning of the pasted Clipboard material.

The contents of the Clipboard are saved on disk and are not removed when you quit MultiScribe, so the Paste command is always usable and never dimmed on the Edit Menu.

Select All

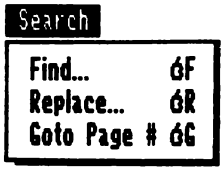


The Select All command allows you to select the entire current document at once.

Select All may be used at any time and never appears dimmed.

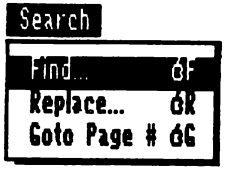
When you choose the Select All command, the entire document -- including text, rulers, and page breaks -- is highlighted, meaning that it is selected. Once the entire document is selected, you can make any changes to it which you would make to any other selected text: you can change the font, character size, and style; you can cut or copy the entire document onto the Clipboard; you can delete the entire document by pressing Delete.

Search Menu



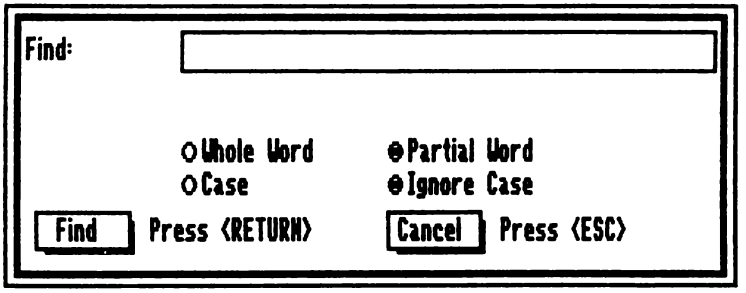
The Search Menu contains commands for finding specific text or a specific place in text.

Find



The Find command searches for all the occurrences of a specified word, group of words, or part of a word in a document from the insertion point to the end of the document.

When you choose Find, a dialog box appears.



The Find dialog box contains an input bar for the text you want to locate, settings for Whole Word / Partial Word and Case / Ignore Case, and buttons for Find and Cancel. **If you're using a mouse**, click on the input bar to enter text; click on the option settings to select options. **If you're using keyboard controls**, use the ↑ and ↓ keys to move among the input bar and option lines. Enter text in the input bar by typing, and select settings by pressing the space bar when the option setting is activated by the cursor (when it's flashing).

Enter in the input bar the sentence, phrase, word, or other text which you want to locate. You can enter up to 43 characters of text.

If you choose Whole Word, MultiScribe looks for every occurrence of the specified text as a **distinct word**. MultiScribe considers a distinct word to consist of a group of letters separated from other text by spaces, punctuation and other special characters, and numbers. MultiScribe would consider the following italic text to be distinct words:

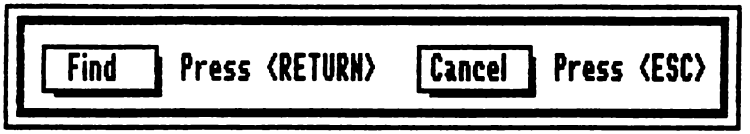
- MultiScribe is a *word* processor.
- /*word*/
- (*word*)
- ?*word*;
- 1*word*2

If you choose Partial Word, MultiScribe looks for every occurrence of the specified text, whether it's a distinct word or part of a larger word or phrase.

If you choose Case, the search is case-sensitive, meaning that MultiScribe is looking for text which matches the specified text exactly -- including uppercase and lowercase letters. If you choose Ignore Case, on the other hand, MultiScribe looks for text that matches except with regard to case.

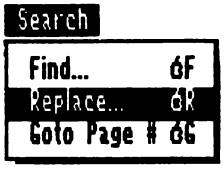
When you've selected the settings you want, click the Find button or press Return. If MultiScribe fails to find text to match the specified word or phrase, a dialog box appears to tell you the specified search text was not found.

If MultiScribe finds matching text, the text is highlighted and a dialog box appears.



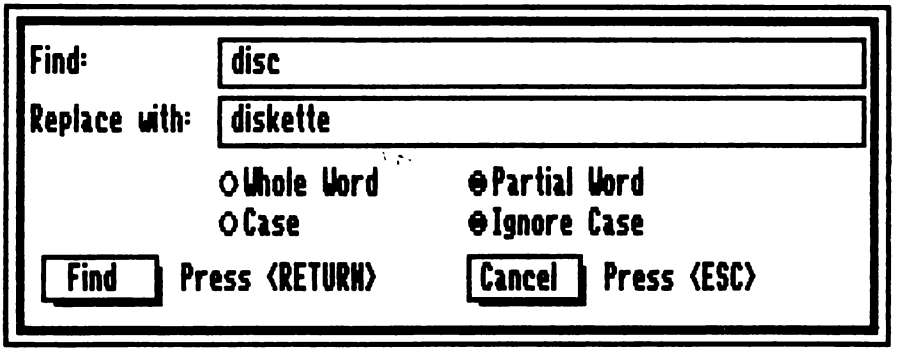
The dialog box contains buttons for Find and Cancel. If you want to continue searching for occurrences of the specified text, click on Find or press ⌘F. If you want to stop the search, click on Cancel or press Esc. The specified search text remains in the input bar until you enter different text.

Replace



The Replace command searches for all the occurrences of a specified word, group of words, or part of a word in a document from the insertion point to the end of the document and gives you the option of replacing each occurrence of matching text with different text.

When you choose Replace, a dialog box appears.



The Replace dialog box is much like the Find dialog box; it contains an input bar for the text you want to locate, an input bar for the replacement text, settings for Whole Word / Partial Word and Case / Ignore Case, and buttons for Find and Cancel. **If you're using a mouse**, click on the input bars to enter text; click on the option

settings to select settings. **If you're using keyboard controls**, use the ↑ and ↓ keys to move among the input bars and option lines. Enter text in the input bars by typing, and select settings by pressing the space bar when the option setting is activated by the cursor (when it's flashing).

Enter in the Find input bar the sentence, phrase, word, or other text which you want to locate. Enter in the Replace with input bar the text with which you want to replace the found text. You can enter up to 43 characters of text in each input bar.

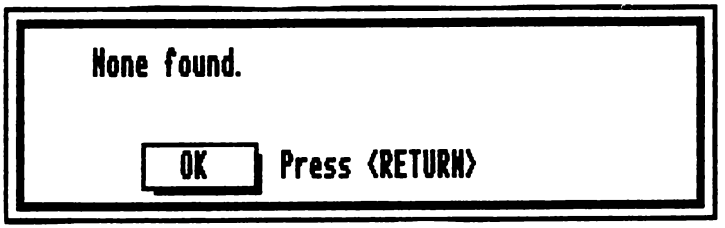
The settings apply to the search. If you choose Whole Word, MultiScribe looks for every occurrence of the specified text as a **distinct word**. MultiScribe considers a distinct word to consist of a group of letters separated from other text by spaces, punctuation and other special characters, and numbers. MultiScribe would consider the following italic text to be distinct words:

- MultiScribe is a *word* processor.
- */word/*
- (*word*)
- ?*word*;
- 1*word*2

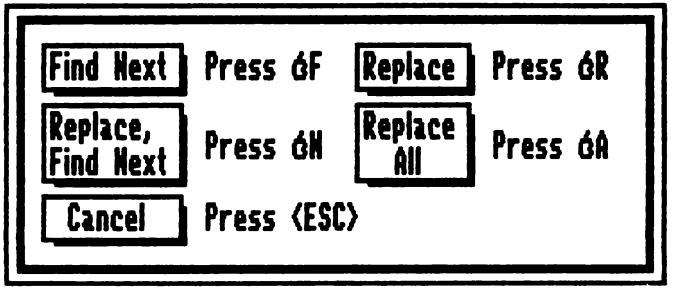
If you choose Partial Word, MultiScribe looks for every occurrence of the specified text, whether it's a distinct word or part of a larger word or phrase.

If you choose Case, the search is case-sensitive, meaning that MultiScribe is looking for text which matches the specified text exactly -- including uppercase and lowercase letters. If you choose Ignore Case, on the other hand, MultiScribe looks for text that matches except with regard to case.

When you've selected the settings you want, click the Find button or press Return. If MultiScribe fails to find text to match the specified word or phrase, a dialog box appears to tell you that no occurrences of the specified text have been found in the text from the insertion point to the end of the document.



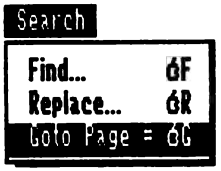
If MultiScribe finds matching text, the text is highlighted and another dialog box appears.



This dialog box contains buttons for Find Next; Replace; Replace, Find Next; Replace All; and Cancel. If you want to replace the found, highlighted text with the specified replacement text, click on Replace or press ÓR. If you want to replace the found text with the specified replacement text and find the next occurrence of the specified text, click on Replace, Find Next or press ÓN. If you want to replace all occurrences of the specified text in the document with the specified replacement text, click on Replace All or press ÓA. If you want to find the next occurence of the specified text without replacing the currently highlighted text, click on Find Next or press ÓF.

Whenever you want to end the search, click on Cancel or press Esc. The specified search and replacement text remains in the input bar until you enter different text.

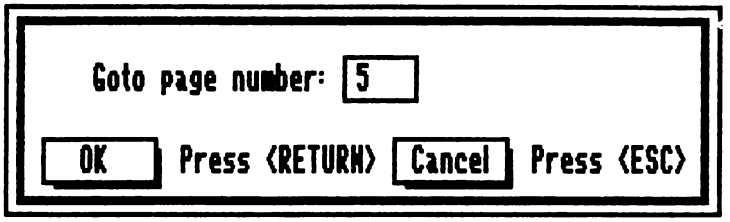
Goto Page



The Goto Page # command moves the insertion point to the top of the page you specify.

The Goto Page # command may be used at any time and never appears dimmed on the Search Menu.

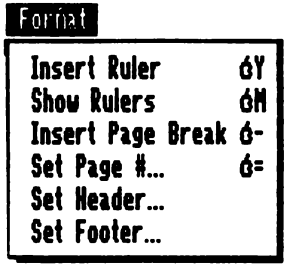
When you choose the Goto Page # command, a dialog box appears.



The Goto Page # dialog box contains an input bar for the number of the page at which you want to set the insertion point and buttons for OK and Cancel. The input bar contains the number of the page on which the insertion point is currently located. To enter a new page number, use the Delete key to delete the current page number and then enter a new page number. When you've entered the new page number, click on the OK button or press Return. The insertion point is set at the beginning of the top line of the page you specify.

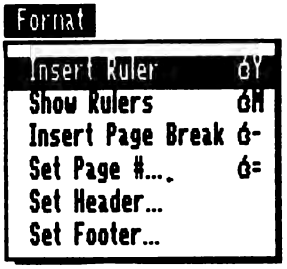
Clicking on the Cancel button or pressing ESC cancels the Goto Page # operation.

Format Menu



The commands on the Format Menu let you define the page format of your document -- line spacing, margin and tab placement, how text is aligned, where pages begin, and with what number page numbering begins. In addition, the Format Menu contains commands for creating headers and footers, which allow you to add titles, footnotes and other footer text, dating, time-stamping, and numbering of pages to your document.

Insert Ruler



The Insert Ruler command places a ruler in your document at the insertion point and moves the insertion point and the text following it below the newly inserted ruler. If the insertion point is at the end of a selection, the selection is replaced by the ruler.

When you choose Insert Ruler, the inserted ruler is a copy of the ruler immediately preceding the insertion point in your document. All format settings on the new ruler will be set as they were on the preceding ruler. Choosing Insert Ruler automatically performs the Show Rulers operation, and all hidden rulers are shown along with the newly inserted one.

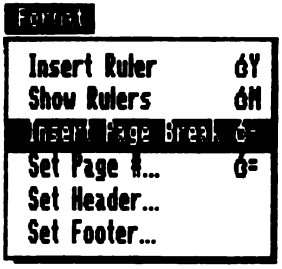
The Insert Ruler command may be used at any time and never appears dimmed.

Show Rulers/ Hide Rulers

The Show Rulers command allows you to see all rulers in a document. Hide Rulers makes all rulers invisible while preserving their formatting effects on the text.

Like the other commands on the Format Menu, the Show Rulers and Hide Rulers commands may be used at any time and never appear dimmed. Choosing Show Rulers puts Hide Rulers on the Format Menu in its place, and vice versa. Choosing Insert Rulers automatically performs the Show Rulers operation and replaces Show Rulers on the Format Menu with Hide Rulers.

Insert Page Break



The Insert Page Break command starts a new page at the insertion point, making the insertion point and the text following it appear at the top of the new page. Subsequent pages are renumbered automatically.

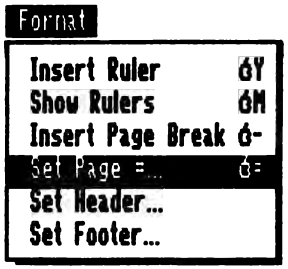
Insert Page Break may be used at any time and never appears dimmed on the Format Menu.

The place where you insert a page break becomes the border between the old page -- all the text on the current page to the left of the insertion point when you select Insert Page Break -- and the new page -- all the text to the right of the insertion point. You can still add text to the old page, however; the remaining space on the old page is automatically resized as you add and delete text from it.

You can select a page break by selecting the blank space created by the page break between the old and new pages. You can then cut, copy, paste, and delete the page break, or replace it with the Clipboard contents.

A MultiScribe document can have a maximum of 25 pages, so you can't insert more than 24 page breaks into a single document.

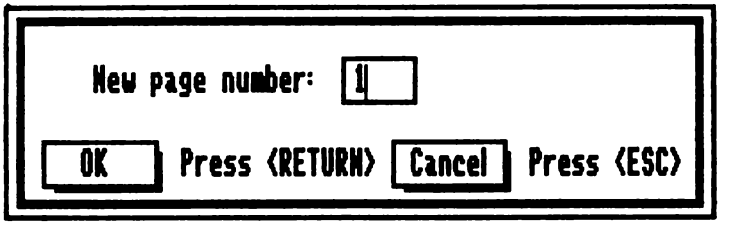
Set Page



The Set Page # command lets you set the number of the first page in the document, renumbering all subsequent pages in the document accordingly. When you print the document, the page numbering will reflect changes you make with Set Page #. The page number character in the scroll bar thumb is readjusted to reflect a page change as well.

The Set Page # command may be used at any time and is never dimmed on the Format Menu.

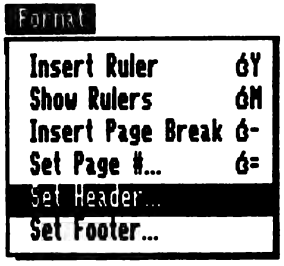
When you select the Set Page # command, a dialog box appears.



The Set Page # box contains an input bar for the new page number, an OK button, and a Cancel button. The input bar contains the current number of the first page in the document; the preset value is 1. To enter a new page number, use the Delete key to delete the current value and type in a new number. When you've entered the new number, click on the OK button or press the Return key.

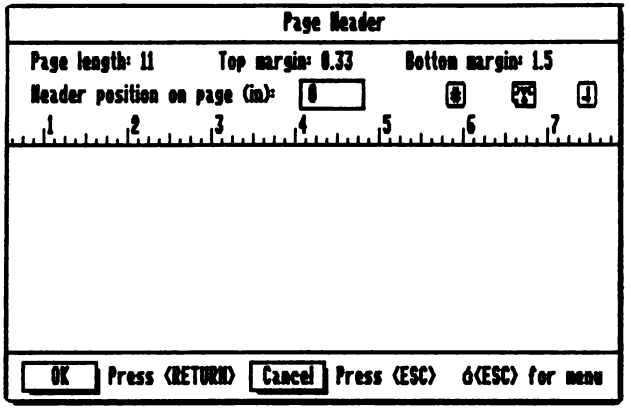
Clicking on the Cancel button or pressing Esc cancels the Set Page # operation .

Set Header...



The Set Header command allows you to create headers -- information you want printed at the top of every page in a document -- and to specify where you want them to appear within the top margin of each page when the document is printed. With Set Header you can create a title (or other header information to be conveyed in no more than a single line of text) and print the page number for each page, as well as the date and time of printing (if you have a ProDos-compatible clock card). The text you place in a header can be of any one font and character size, and any combination of character styles.

When you choose the Set Header command a dialog box appears.



The first line of the Set Header dialog box displays the page length, top margin, and bottom margin of the current document. These specifications cannot be changed with the Set Header command. To change these settings, choose Page Setup from the File Menu.

The Set Header dialog box also contains an option line with an input bar for Header position on page (to be specified in inches), icons for setting page number, date, and time, an inch scale for determining where on the page to place these icons, and a large input bar for entering and editing header text.

When you choose the Set Header command, the menu choices on the left half of the menu bar are dimmed and the commands on these menus cannot be executed. The Font, Size, and Style Menus remain active, however, so that you can make stylistic changes to your header text.

- **If you're using a mouse**, click on the menu bar to activate a menu.

- **If you're using keyboard commands**, press ♁Esc to activate the menu bar. *Pressing only Esc will cancel the Set Header operation.* Once the menu bar has been activated, you can move between menus using the ← and → keys. Move from command to command on a menu using the ↓ and ↑ keys. Press Return to make font, size, and style selections.

The insertion point appears in the input bar below the inch scale. This input bar represents the top margin of the printed page. You can type in a maximum of one line of text in any font, size, and style. This text will appear at the top of every page when you print your document. Header text is not displayed on the screen as you edit your document. Prior to printing, the only way to see how headers will look on the printed page is to choose the Preview option from the Print command in the File Menu.

You may also want to include the page number, date, and time on your document. Icons for this purpose are situated on the option line above the inch scale. The date and time will be printed only if you have a ProDOS-compatible clock installed in your Apple computer.

- **If you're using a mouse**, drag the icon you wish to place in your header into position in the input bar.

- **If you're using keyboard controls**, you can move within the option line using the ← and → keys or the ⍁Tab and Tab keys. An icon will flash when it is selected. To move the icon into the header, press the space bar. You can move the icon within the header in small increments by pressing ⍁ ← and ⍁ →. ⍁↓ and ⍁↑ can be used to move the icon in greater increments.

You can overwrite icons with text or place icons on top of text.

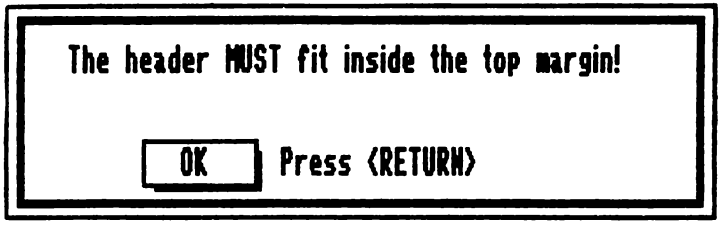
The size of the top margin is especially relevant to the creation of headers. The top margin is the designated area in which the components of the header (title, page#,date, time) can be arranged. When you first start up MultiScribe, the top margin is automatically set at .33 ". To increase or decrease the top margin, choose the Page Setup command from the File Menu.

In addition to letting you create headers, the Set Header command also gives you flexibility in positioning the header within the boundaries set by the top margin. *The Header position on page* input bar lets you specify where in the top margin you wish to place the header. To enter header position in this input bar:

- **If you're using a mouse**, click on the input bar and enter the number of inches into the top margin you want to position your header.

- **If you're using keyboard controls**, use the ↑ key to move the insertion point into the header position input bar, and enter the number of inches into the top margin you want to position your header.

A header position which fails to reserve enough room for the actual header will be rejected and a dialog box will appear to alert you to the lack of space for the header.

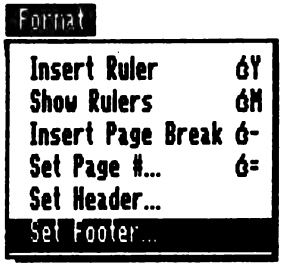


If this message should appear when you're specifying header position, click on OK or press Return to return to the Set Header dialog box. MultiScribe will automatically make the header position adjustment necessary to fit your header within the top margin.

A header can be set at any time, even when you also have a footer. This means the placement, font, size, and style specifications can be changed while a document is being created or edited. Furthermore, headers can be added to existing documents. MultiScribe will automatically repaginate to make the necessary space available for the incorporation of headers into an existing document.

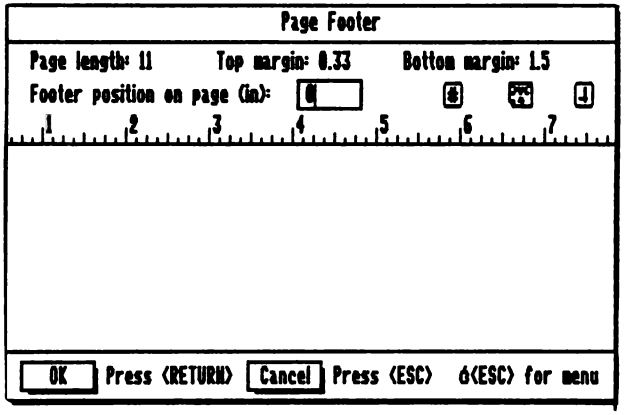
Headers can be deleted completely. To delete a header, display the existing header with the Set Header command, remove the time, date, and page number icons from the margin and delete the header text.

Set Footer...



The Set Footer command allows you to create footers -- information you want printed at the bottom of every page in a document -- and to specify where you want them to appear within the bottom margin of each page when the document is printed. With Set Footer you can enter a footnote or chapter title (or other footer information to be conveyed in no more than a single line of text at the bottom of a page) and print the page number for each page, as well as the date and time of printing (if you have a ProDOS-compatible clock card). The text you place in a footer can be of any one font and character size, and any combination of character styles.

When you choose the Set Footer command a dialog box appears.



The first line of the Set Footer dialog box displays the page length, top margin, and bottom margin of the current document. These specifications cannot be changed with the Set Footer command. To change these settings, choose Page Setup from the File Menu.

The Set Footer dialog box also contains an option line with an input bar for *Footer position on page* (to be specified in inches), icons for setting page number, date, and time, an inch scale for determining where on the page to place these icons, and a large input bar for entering and editing footer text. This input bar represents the bottom margin of each document page.

When you choose the Set Footer command, the menu choices on the left half of the menu bar are dimmed and the commands on these menus cannot be executed. The Font, Size, and Style Menus remain active, however, so that you can make stylistic changes to your footer text.

- **If you're using a mouse**, click on the menu bar to activate a menu.

- **If you're using keyboard commands**, press ♁Esc to activate the menu bar. *Pressing only Esc will cancel the Set Footer operation.* Once the menu bar has been activated, you can move between menus using the ← and → keys. Move from command to command on a menu using the ↓ and ↑ keys. Press Return to make font, size, and style selections.

The insertion point appears in the input bar below the inch scale. This input bar represents the bottom margin of the printed page. You can enter a maximum of one line of text in any font, size, and style. This text will appear at the bottom of every page when you print your document. Footer text is not displayed on the screen as you edit your document. Prior to printing, the only way to see how footers will look on the printed page is to choose the Preview option from the Print command in the File Menu.

You may also want to include the page number, date, and time on your document. Icons for this purpose are situated on the option line above the inch scale. The date and time will be printed only if you have a ProDOS-compatible clock installed in your Apple computer.

- **If you're using a mouse**, drag the icon you wish to place in your footer into the desired position in the input bar.

- **If you are using keyboard controls**, you can move within the option line using the ← and → keys or the ⍁Tab and Tab keys. An icon will flash when it is selected. To move the icon into the footer, press the space bar. You can move the icon to the desired place within the footer in small increments by pressing ⍁ ← and ⍁ →. ⍁↓ and ⍁↑ can be used to move the icon in greater increments.

You can overwrite icons with text or place icons on top of text.

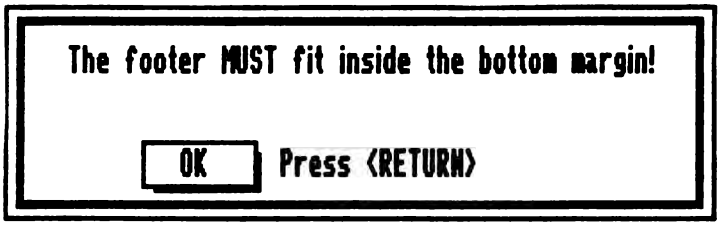
The size of the bottom margin is especially relevant to the creation of footers. The bottom margin is the designated area in which the components of the footer (title, page#,date, time) can be arranged. When you first start up MultiScribe, the bottom margin is automatically set at 1.5 ". To increase or decrease the bottom margin, choose the Page Setup command from the File Menu.

In addition to letting you create footers, the Set Footer command also gives you flexibility in positioning the footer within the boundaries set by the bottom margin. The *Footer position on page* input bar lets you specify where in the bottom margin you wish to place the footer. To enter footer position in this input bar:

- **If you're using a mouse**, click on the input bar and enter the number of inches into the bottom margin you want to position your footer.

- **If you're using keyboard controls**, use the ↑ key to move the insertion point into the footer position input bar, and enter the number of inches into the bottom margin you want to position your footer.

A footer position which fails to reserve enough room for the actual footer will be rejected and a dialog box will appear to alert you to the lack of space for the footer.

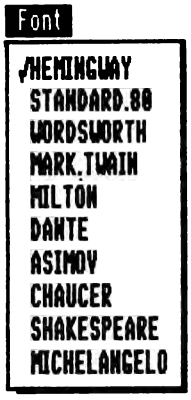


If this message should appear when you're specifying footer position, click on OK or press Return to return to the Set Footer dialog box. MultiScribe will automatically make the footer position adjustment necessary to fit your footer within the bottom margin.

A footer can be set when you also have a header. Also, a footer can be set at any time. This means the footer position, font, size, and style specifications can be changed while a document is being created or edited. Furthermore, footers can be added to existing documents. MultiScribe will automatically repaginate to make the necessary space available for the incorporation of footers into an existing document.

Footers can be deleted completely. To delete a footer, display the existing footer with the Set Footer command, remove the time, date, and page number icons from the margin and delete the footer text.

Font Menu



The Font Menu displays the names of the first 16 fonts on your MultiScribe disk (or the current set of fonts chosen with the Select New Fonts command) and lets you choose fonts for selected text or for text to be typed in at the insertion point. The preset font is Hemingway, if you're using a production copy of MultiScribe, or the lowest-numbered font of the current set if you've chosen a new set of fonts with Select New Fonts.

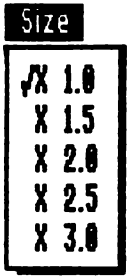
The fonts are displayed on the Font Menu in the order in which they were created and saved to disk. When you choose a font, a check mark (√) appears beside that font on the Font Menu. If you move the insertion point to a different font in text, the font where the insertion point is positioned is the chosen font and is checked on the Font Menu. If selected text is all of one font, that font is checked on the Font Menu; otherwise the first font in the selection is checked.

If you use the mouse to position the insertion point between text of two different fonts, the chosen font is the first of the two fonts. If you use the → key to position the insertion point between text of two different fonts, the font to the left of the insertion point is the chosen font. On the other hand, if you use the ← key to position the insertion point between two different fonts, the font to the right of the insertion point is the chosen font.

When you cut or copy text, the text retains its font along with its style and size.

You can change the fonts which appear on the Font Menu with the Install New Fonts command. Fonts can be removed as well as installed with this command. You can also delete fonts with the Delete command, which lets you delete fonts of all file types. Fonts can be created and edited with the FontEditor. For more information on the Install New Fonts and Delete commands, see the explanations of these commands in the discussion of File Menus commands earlier in this chapter. For more information on FontEditor, see the three chapters on FontEditor in this manual.

Size Menu



The Size Menu contains font scaling options for enlarging the size of characters from 1 to 3 times the base size of the font.

When you choose a font size, selected text or text typed in at the insertion point is automatically enlarged to the base font size of the characters times the specified size. The size you choose is checked on the Size Menu. To return the selected text to the base size of its characters, choose 1.0 from the Size Menu.

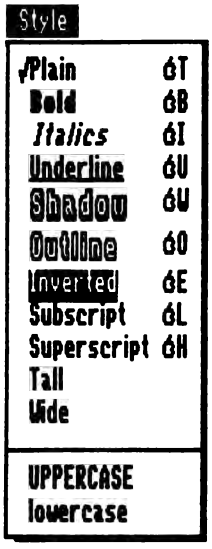
The maximum size for any character in MultiScribe is 77 points. If you try to scale a font to a size greater than 77 points -- if you try to resize 28-point characters with size 3.0, for example -- MultiScribe will automatically scale down the characters to the next allowable size, leaving the chosen size checked on the Size Menu.

If you move the insertion point to a place in text with a different size, the size where the insertion point is placed is the chosen size and is checked on the Size Menu. If selected text is all of one size, that size is the chosen size and is checked on the Size Menu. Otherwise, the size of the first character in the selection is the chosen size.

If you use the mouse to position the insertion point between text of two different sizes, the chosen size is the size of the character preceding the insertion point. If you use the → key to position the insertion point between text of two different sizes, the size of the character preceding the insertion point is the chosen size and appears checked on the Size Menu. If you use the ← key to position the insertion point between text of different sizes, the chosen size is the size of the character to the right of the insertion point.

When you cut or copy text, it retains its size as well as its style and font.

Style Menu



The Style Menu contains options for changing the style of text, letting you choose a style or combination of styles for selected text or for text to be typed in at the insertion point. The preset style is Plain.

When you choose a style, a check mark (√) appears beside the style on the Style Menu. You can mix styles in any combination you wish; as each new style is chosen, it appears checked on the Style Menu. The only styles which cannot be used in combination with other styles are Plain, which removes all other styles, and Uppercase/Lowercase and Subscript/Superscript, which are mutually exclusive and never appear checked at the same time on the Style Menu.

You can deselect a style if that style alone has been chosen -- by choosing the checked style again. Once you've combined styles, however, the only way to remove a style is to choose Plain, thereby removing all styles.

If you move the insertion point to a place in text with a different style, the style where the insertion point is positioned is the chosen style and is checked on the Style Menu. If selected text is all of one style, that style is the chosen style and is checked on the Style Menu; otherwise the style or combination of styles of the first character in the selection is the chosen style or style combination.

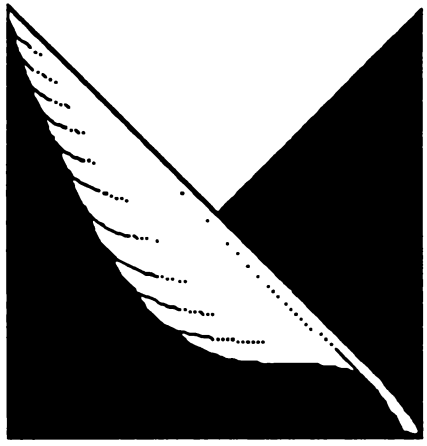
If you use the mouse to place the insertion point between text of two different styles, the chosen style is the style of the character preceding the insertion point. If you use the → key to position the insertion point between text of two different styles, the style of the character preceding the insertion point is the chosen style and appears checked on the Style Menu. If you use the ← key to position the insertion point between text of two different styles, the chosen style is the style of the text to the right of the insertion point.

Tall and Wide are unique styles because they greatly affect the size of characters as well as the style and therefore deserve special consideration here. Tall allows you to increase the vertical scaling of characters by a factor of 2 while leaving the horizontal scaling unchanged. You can use Tall with any character size (1.0 through 3.0) from the Size Menu and with all styles and fonts. The only restriction is that the twofold increase cannot result in characters

exceeding 77 points in height. If you apply Tall to a size/font combination which would result in a character taller than 77 points, no change will be made to the selected text. You must then make the appropriate adjustments in your choice of font or size so that when you use Tall the character will be within the 77 point range.

The Wide command is similar to Tall in that you can increase the width of characters without affecting their height. Again the change in size is twofold. Wide, however, differs from Tall in its limitations. You can always apply wide to any font or style and to any size up to 1.5. If you select a size 2.0 or greater, Wide will produce no effect on the selected text.

When you cut or copy text, it retains its style as well as its font and size.



Learning FontEditor

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Introduction

The easiest way to learn something is by doing it. In this chapter you'll learn how to create and edit fonts by creating your own new font, which you'll be able to use with MultiScribe. First there's a discussion of MultiScribe fonts -- what they are and how they let you stylize word processing documents. This is followed by a section on *Getting Started*, which will explain, step by step, how to start up FontEditor and create a new font. The next sections, *Choosing A Character To Edit, Editing Characters*, and *Changing The Dimensions Of A Character* will show you the basics of editing individual characters. *Saving Your Font, Opening A Font For Editing*, and *Closing Fonts*, discuss procedures for managing and maintaining entire fonts. The final section, *Leaving FontEditor*, discusses how to quit FontEditor and return to MultiScribe.

About MultiScribe Fonts

The word *font* was originally a typesetter's term for a set of printing type of one style and size. MultiScribe fonts are also character sets -- stored as files on a floppy disk. Unlike old-fashioned printers' fonts, however, MultiScribe fonts can be altered, customized to suit your needs -- with FontEditor.

A MultiScribe font typically consists of 96 characters, and includes both uppercase and lowercase letters, numbers, and punctuation marks and other special characters. Usually there is a correspondence between the characters displayed on the keyboard keys and the characters in a font: when you press the A key, for example, an "a" or "A" is usually displayed on the screen.

One of the great strengths of MultiScribe, however, is the flexibility of its treatment of fonts. There are no rules which dictate that the character which appears on the screen when you press the A key *must* be an "a" or an "A." It could be an Arabic or Chinese character, an Egyptian hieroglyph or Nordic rune, a musical symbol, a picture, or a character for printing borders. You'll have a greater grasp of the power of MultiScribe if you think of a MultiScribe font as simply a set of any 96 characters.

Before you begin to learn FontEditor, there are a few terms which you should know. These terms describe certain characteristics of all MultiScribe fonts. These characteristics may be divided into two categories: those which apply to the entire font, and those which apply to individual characters.

Characteristics which apply to the entire font are:

- the **fontname**;
- the **font number**;
- the **point size** and **height** of the font;
- the font's **ascent**;
- the font's **descent**.

A MultiScribe fontname may be any unique name which follows the ProDOS conventions for filenames:

- fontnames can consist of no more than 15 characters;
- the first character of a fontname must be a letter;
- all other characters must be letters, numbers, or periods (no other punctuation marks or spaces).

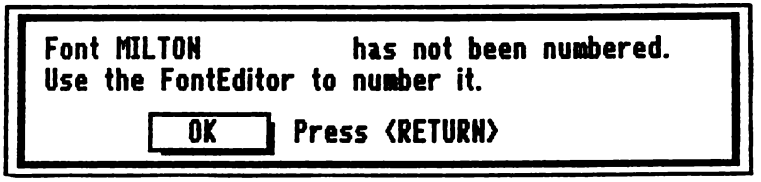
A MultiScribe font is usually named after a writer who calls to mind the unique characteristics of that font. The Medieval English-style font is called *Chaucer*, for example. This is a handy device for remembering the differences between fonts -- and appropriate for a program called MultiScribe -- but don't feel bound by it. You can give your fonts any name which follows the ProDOS rules outlined above. Be careful when naming fonts, however, that you don't give a font the same name as another font or file on the disk. (See Appendix C: "MultiScribe File/Disk Organization" for a list of the files that come on your MultiScribe disk.)

In addition to its fontname, each MultiScribe font also has a unique font number. Font numbers 1 through 200 are reserved for fonts provided by StyleWare. If you create your own font, assign it a number from 201 through 254, but be careful not to give it a number already assigned to another font on your MultiScribe disk.

MultiScribe fonts are numbered to make MultiScribe more flexible in its treatment of font information in word processing files. On versions of MultiScribe before version 1.10, the **preset font** -- the font which you'll be typing if you don't choose another font -- was the first font placed on the disk. This font was usually Hemingway, unless you changed the order of the fonts on disk or removed Hemingway. To change the preset font, you had to remove all the fonts from your MultiScribe disk and then save them back to your disk in the desired order. More important, if you used two different MultiScribe disks with fonts saved on them in a different order, files created using one disk appeared different when used with the other, because MultiScribe identified text font information by the order of the font on disk.

MultiScribe now helps you avoid this sort of confusion by providing each font with a unique number by which it identifies the font type of text rather than by identifying the font type of text by the number signifying the order in which a font was saved to disk.

Fonts supplied by StyleWare are all provided with unique font numbers; a list of MultiScribe fonts and their font numbers is provided in Appendix H of this manual. When you create a font using the MultiScribe FontEditor's New command, you're allowed to assign it a number in the range 1 to 254 only, so you normally won't have any trouble with the "unnumbered font" dialog box with any fonts you create. This dialog box appears if you have an unnumbered font on your MultiScribe boot disk; fonts released on versions of MultiScribe prior to version 1.10 contain fonts with no numbers and will generate this dialog box if you move them to your boot disk.



The only time the "unnumbered font" dialog box will appear is if you use a font file from a version 1.00 MultiScribe with MultiScribe version 1.10 or greater, in which case you should simply use the FontEditor to assign it a font number (which is why MultiScribe permits you to assign to fonts numbers in the StyleWare-reserved 1 to 200 range). If a font has no number, MultiScribe temporarily assigns it the number of its place on disk (if it was saved seventh, for example, it is assigned the font number 7).

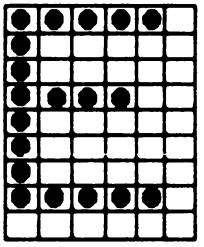
If you have two or more fonts with the same font number on the same MultiScribe disk, a dialog box will appear when you start up MultiScribe to warn you of the conflicting font numbers.

To avoid having two or more fonts with the same font number, simply record any fonts you create, along with their font numbers and point sizes, in the chart provided in Appendix H, and refer to this chart when creating fonts and changing font numbers.

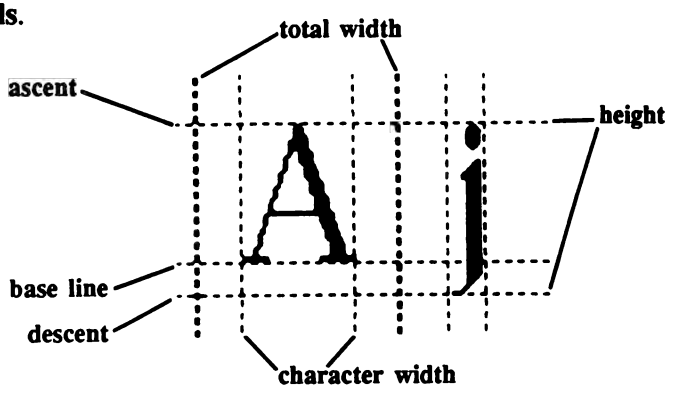
On previous versions of MultiScribe, the preset font was the first font saved to the MultiScribe disk in use; in most cases this was Hemingway, although instructions were provided for changing the preset font by changing the order of fonts on the MultiScribe program disk. Versions 1.10 and greater of MultiScribe recognize the font assigned the font number 1 (usually Hemingway) as the preset font; if no font on the MultiScribe disk has the number 1, the preset font is the font on the disk with the lowest font number.

MultiScribe fonts are still listed on both the MultiScribe and FontEditor Font Menus in the order in which they are saved to the path from which they are read. The FontEditor Font Menu differs from the MultiScribe Font Menu in one important respect: the FontEditor Font Menu lists a font's font number to the left of the font on the menu, while the MultiScribe Font Menu contains just the names of the fonts.

Font size is usually measured in **points**. A point is a typographic term for 1/72 of an inch. Not coincidentally, this is the approximate size of a dot produced by a **dot-matrix printer**. If you own a dot-matrix printer, such as an Apple Imagewriter or Epson FX-80, you probably know that dot-matrix printers form characters as grids of 1/72 inch printed dots (hence the name dot-matrix). To produce the letter "E," for example, a dot matrix printer might print a 9 x 6 grid with the following dot pattern:



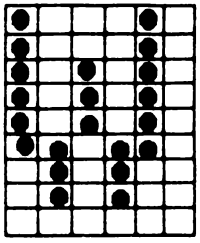
MultiScribe fonts are formed in a similar way. Each character in a font is a matrix of 1/72" dots. On the screen these dots are called **pixels.**

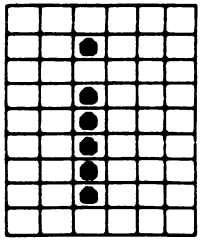


If a font contains alphanumeric characters, all the uppercase characters in that font rest on the same imaginary line, called the **base line** of the font. The distance from the base line to the top of the tallest character in a font is called the **ascent** of that font. Certain lowercase letters, such as j and y, hang below the base line and are called **descenders.** The distance from the base line to the bottom of the lowest descender in a font is called the **descent** of that font. The **height** of a font is the sum of the font's ascent and descent, or the distance from the top of the tallest character in the font to the bottom of the lowest descender. The font height determines the point size of the font: a font with a height of 10 pixels is called a 10 point font, a font with a 12 pixel height is a 12 point font, etc.

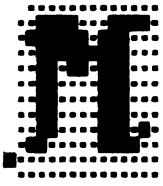
Base line, ascent, descent, and height are all font attributes which apply to every character in a font. There are three font characteristics which apply to individual characters in a font. These are:

- **character width**, the number of rows of filled pixels used to form a character;
- **character spacing**, or the number of rows of blank pixels used to separate a character from other characters in a font;
- **total width**, the sum, in rows of pixels, of a character's spacing and character width.





Most word processors use character sets in which characters are all based on the same matrix. To a large extent, the shapes of individual characters are determined by the dimensions of this matrix. If, for example, a wide character, such as a "W," and a thin character, such as an "i," are both based on the fixed dimensions of the same matrix, the "W" will appear compressed while the "i" will contain excessive blank space.



MultiScribe fonts, on the other hand, use **proportional spacing**, which means that character width and spacing are determined by the shape of a particular character. In MultiScribe's *Dante* font, for example, the exclamation point has a total width of 5 pixels, while the "M" has a total width of 14 pixels.

There are many advantages to proportional spacing. First, with proportional spacing, you can create more detailed characters, because you're not confined to dimensions designed to accomodate the average shape of characters in a font. You can space characters precisely according to their shapes. This means that thin characters, such as "l" and "i," aren't surrounded by a disproportionate amount of blank space. Furthermore, proportional spacing can save you room on disk and in memory, since you're not having to save excess space between thin and wider characters.

Now that you know all about MultiScribe fonts, let's do some experimenting.

First, you'll enter FontEditor from MultiScribe.

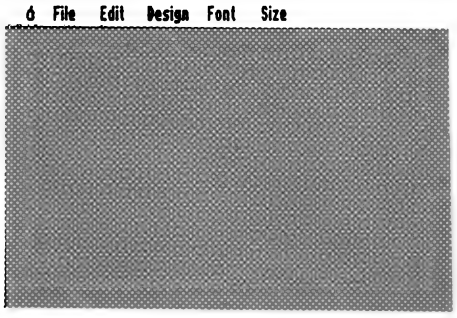
⇒ **Choose FontEditor from the MultiScribe Menu.**

If you've made unsaved changes to your current document, a dialog box appears, asking you if you want to save your changes before leaving MultiScribe. Click on the Yes button or press Y if you want to save your changes; Click on the No button or press N if you don't want your changes saved; Click on Cancel or press Esc to cancel the FontEditor command and remain in MultiScribe.

If you're using a 5 1/4" drive, a dialog box appears, asking you to insert side one of your MultiScribe disk. Turn your MultiScribe disk over so that side 1 is facing upward. Insert the disk in your disk drive and close the drive door. Click on the OK button or press the Return key.

A dialog box appears briefly, telling you FontEditor is being loaded and asking you to please stand by while it loads.

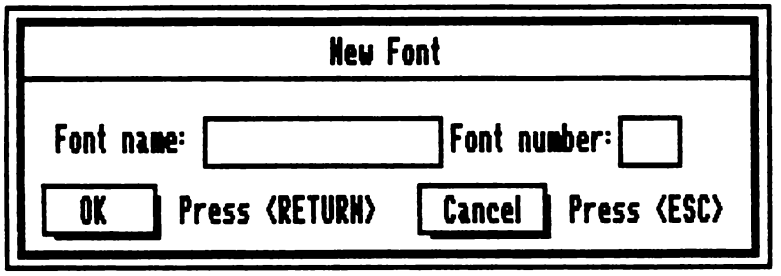
When loading is finished, the FontEditor menu bar and a blank screen appear.



Next, you're going to create your very own font.

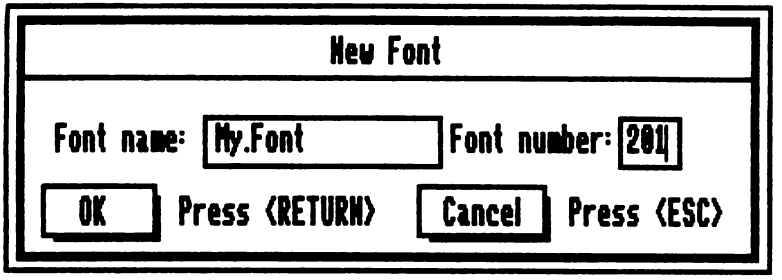
⇒ **Choose New from the File Menu.**

A dialog box appears.



Before you can create a font, you must name it and give it a unique font number. The reason for this is that FontEditor allows you to have many fonts open at once, and things can get confusing if some of the open fonts don't have names or if some fonts share the same font number.

⇒ **Enter *My.Font* as the name for the font you are about to create. Enter 201 as the font number for your new font.**



The font numbers 1-200 are reserved for fonts provided by StyleWare. When you create fonts, use the font numbers 201-254, to avoid confusion with other MultiScribe fonts.

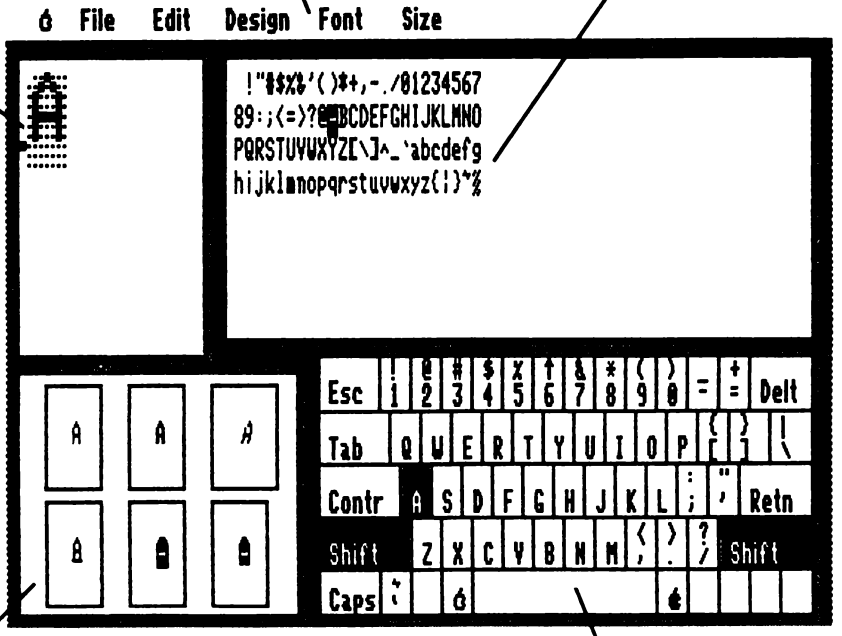
⇒ **Click on the OK button or press Return.**

A menu bar and four windows appear. This is the FontEditor screen.

The **menu bar** contains the names of the menus from which you choose commands.

The **font window** contains all the characters in a font. The flashing character is the last character selected on the keyboard map. You can also use the font window like the keyboard map, to select characters for editing.

The **edit window** allows you to edit characters. The individual dots represent the pixels which make up a character. The character being edited appears in a matrix of dots called the **character grid.**



The **style window** shows you what a character will look like when it is plain text, **bold**, *italic*, underline, **outline**, and **shadow**.

The **keyboard map** allows you to select a character for editing.

The first thing you probably notice as you look over the FontEditor screen is that the letter "A" is the letter in the edit and style windows as well as the letter highlighted in the font window, and -- along with both Shift keys -- on the keyboard map. Whenever you start up FontEditor, "A" is the default character in each of the windows.

The font which appears in the font window when you select the New command is called the **base font**, because you'll build upon it in creating your new font. It is put there simply to remind you which characters usually appear in which positions in a traditional microcomputer character set.

Choosing a Character to Edit

1. Selecting a Character on the Keyboard Map

To begin editing a character, you must do two things:

- first, you must *select* the character you wish to edit on the keyboard map or in the font window;
- second, you must *place* that character in the edit window.

You'll begin by selecting the character "B" on the keyboard map.

⇒ ***If you're using a mouse*, click on the "B" key on the keyboard map OR click on the "B" character in the font window.**

⇒ ***If you're using keyboard controls*, simultaneously press the "B" key and the Shift key on your keyboard OR press the Tab key to move the cursor forward to the "B" character in the font window.**

The "B" key on the keyboard map is highlighted, and a blinking box highlights the "B" character in the font window.

Notice, however, that the character in the edit and style windows is still "A." You'll soon see why when we discuss placing a character in the edit window below. Before you move on to the edit window, however, you'll want to see how the keyboard map handles lowercase letters and special characters generated by the Shift key.

⇒ ***If you're using a mouse*, click on the Shift key on the keyboard map.**

⇒ ***If you're using keyboard controls*, make sure that the "Caps Lock" key is in its released, inactive position, and press the "B" key only.**

The "B" key on the keyboard map is still highlighted, but the blinking cursor in the font window is now on the lowercase "b."

⇒ ***If you're using a mouse*, click on the "1" key on the keyboard map.**

⇒ ***If you're using keyboard controls*, press the "1" key on your keyboard.**

The blinking box in the font window now highlights the character "1."

⇒ ***If you're using a mouse*, click on the Shift key on the keyboard map.**

⇒ ***If you're using keyboard controls*, hold down the Shift key on your keyboard and press the "1" key.**

The blinking cursor is now positioned over the "!" character in the font window.

As you may have noticed, selecting a character on the keyboard map works differently depending on whether you're using a mouse or not.

If you're using a mouse, the Shift key on the keyboard map works like an on/off switch. When you click the Shift "switch" on:

- The Shift key symbol on the keyboard map appears highlighted.
- The currently selected key or any key you click on will select the character which is the equivalent of that key pressed simultaneously with the Shift key.

Of course, you can also just use the mouse to click on the desired character in the font window, and ignore the Shift key symbol altogether.

If you click on the Shift key and then click on an alphabetic character, the character selected will be the uppercase character. If you click on the Shift key and then any other key, such as a number or punctuation mark, the character selected will be the character represented on the top of the key. The opposite is also true. When you click the Shift "switch" off, the Shift key on the keyboard map returns to its normal, unhighlighted state and the selected character in the font window is a lowercase character or the character represented by the bottom character of the currently selected key.

If you're using keyboard controls, the character you select will be the character represented by the keyboard key you press. If the "Caps Lock" key is in its depressed, active position (or if you're holding down the "Shift key") and you press the "A" key, the "A" character in the font window will be highlighted, indicating that "A" is the selected character. If, however, the Caps Lock key is pressed down, and you press the "7" key on your keyboard, the "7" and not the "&" will be the highlighted character in the font window. On the other hand, if you hold down the Shift key and press the "7" key, the "&" character becomes the highlighted character in the font window.

⇒ ***If you're using a mouse*, try clicking on each key on the keyboard map with the Shift key both on and off.**

Notice what happens when you click on special characters, like the "Delt" or "Contr" keys.

⇒ ***If you're using keyboard controls*, press each of the keys on your keyboard with and without the Shift key and with and without the Caps Lock key pressed down.**

Notice the effects of each keypress on the character highlighted in the font window.

When you feel comfortable selecting characters, go on to the next section to learn how to place your selected character into the edit window.

2. Placing the Selected Character in the Edit Window

When you first selected the "B" key a few pages back, you may have been surprised to see that your selection did not change the character in the edit and style windows, which remained an "A." That's because you must place the selected character in the edit window with the Get Character command.

There are three ways to place a character in the edit window with the Get character command:

- choosing Get Character from the Design Menu with the mouse;
- choosing the Get Character command with the Esc and arrow keys;
- pressing ⌘G.

⇒ **Select the character "B" by clicking on the Shift and "B" keys on the keyboard map, or press Shift-B on your keyboard.**

"B" is the selected character in the font window.

⇒ **Choose Get Character from the Design Menu or press ⌘G on your keyboard.**

"B" becomes the character in the edit and style windows.

Congratulations! Now you know how to select a character from the font window and place it in the edit window for modifications.

You'll probably want to practice selecting characters and placing them into the edit window before you go on to the next section, where you'll learn how to edit characters and put your modified characters back into the font.

Editing Characters

When newspaper editors edit copy, they change letters, words, sentences, paragraphs; they throw out some parts of a story and rearrange others parts; they decide which stories go where on the page. When you use a word processor like MultiScribe to edit a document, you do much the same thing: you cut, copy, and paste sentences and paragraphs; you change the style of certain characters and words; you use rulers, headers, and footers to format the layout of a page. In both cases text is modified, fashioned to the user's needs.

FontEditor also edits text, but on what you might call a microscopic level: you're actually modifying and rearranging the way individual characters look. With FontEditor you can be the typographer as well as the printer.

1. Getting Started

You'll begin editing with the letter "A".

⇒ **Select the letter "A" by clicking on the "A" keyboard map, by clicking on the "A" character in the font window, or by pressing Shift-A on your keyboard.**

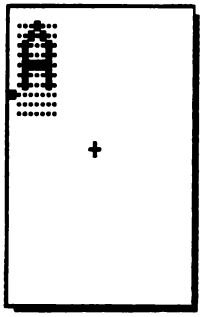
⇒ **Place "A" into the edit window by choosing Get Character from the Design Menu or pressing ⌘G.**

"A" is now in the edit window.

Editing characters with FontEditor can be done two ways: with the mouse and with the apple and arrow keys. You can also combine the two methods, so if you're using a mouse, you'll probably want to read both of the following sections, 2 and 3. If not, you'll probably only want to read section 3 .

2. Editing Characters with the Mouse

⇒ **Use the mouse to guide the pointer into the edit window.**



The arrow pointer changes to a cross.

⇒ **Use the mouse to move the cross pointer into the matrix of dots in the upper left hand corner of the edit window.**

Notice how the cross pointer becomes inverted when you place it on a dot. The dots in the character grid represent **blank pixels**. For the purposes of this manual, blank pixels will be called **dots**; filled pixels will be called **pixels**.

⇒ **With the mouse, move the cross pointer to the far right dot on the top row.**

⇒ **Move the pointer so that the intersection of the vertical and horizontal lines of the cross rests on top of the dot.**

The dot appears as an inverted dot in the center of the cross.

⇒ **Click the mouse button once. Try not to move the mouse as you click.**

⇒ **After you click, move the pointer.**

A dark square appears in place of the dot. This dark square represents a **pixel**. A dark spot now appears in the upper right corner of the six characters in the style window.

⇒ **Use the mouse to position the pointer on top of the pixel you just created.**

⇒ **Click the mouse button once.**

The pixel disappears. In its place is the dot.

⇒ **Move the cross pointer to other dots and practice creating and removing pixels.**

Notice how the characters in the style window change each time you click the mouse button.

⇒ **Position the pointer on the upper right corner dot again.**

⇒ **Press the mouse button and hold it down as you drag the mouse in a straight line down the far right row of dots. Release the mouse button.**

As you drag the mouse, the column of dots is replaced by a column of pixels. As you press down the mouse button and drag the mouse, each dot the pointer crosses becomes a pixel. When you release the mouse button, the changes you have made in the edit window are displayed in the style window.

⇒ **Position the pointer in the far right column of the bottom row.**

⇒ **Press the mouse button and hold it down as you drag the mouse in a straight line up the far right row of pixels. Release the mouse button.**

The column of pixels is restored to a column of dots and the "A" is restored to normal.

3. Editing Characters with the Apple and Arrow Keys

So far, no mention has been made of the blinking dot in the far left column of the top row. This dot becomes important only when you want to use the keyboard to edit characters.

⇒ **Press the → key.**

The blinking dot moves one dot to the right.

⇒ **Press the ← key.**

The blinking dot moves back into the far left column.

⇒ **Press the ↓ key.**

The blinking dot moves down one row of dots.

⇒ **Press the ↑ key.**

The blinking dot moves up one dot into the top row.

⇒ **Press the → key and hold it down.**

The blinking cursor moves from left to right until it reaches the far right column of a row. It then "wraps around" by dropping down a line and starting at the far left dot on the next row, moving to the right again. When you reach the far right dot on the bottom row, the dot wraps around to the far left dot on the top row.

⇒ **Now press the ← key and hold it down.**

The blinking cursor moves from far right to left until it reaches the far left column, at which point it moves up one line and starts moving to the left from the dot in the far right column.

⇒ **Try pressing and holding the ↑ and ↓ keys.**

Unlike the ← and→ keys, the ↑ and ↓ arrow keys don't wrap around to the right and left.

⇒ **Use the arrow keys to move the blinking dot over the pixel on the top row which forms the top of the "A."**

⇒ **Press the ♌ key.**

The pixel disappears and is replaced by a dot.

The "A" characters in the style window are altered.

⇒ **Press the ♍ key.**

The pixel is restored. The "A" characters in the style window are restored to normal.

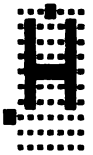
Pressing the ♍ key places a pixel on the point occupied by the flashing dot. Pressing the ♌ key removes a pixel on the point marked by the flashing dot.

Next, you'll use the FontEditor to change the "A" character.

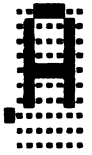
4. Changing a Character

⇒ **Using either the mouse or the apple and arrow keys, remove the two pixels on the second row of dots from the top of the edit window.**

⇒ **Add one pixel to the top of each of the vertical lines that make up the sides of the "A."**



⇒ **Now place one pixel on each side of the lone pixel on the top row.**



Congratulations -- you've used FontEditor to change an old character into a new one.

5. Putting a Character Back into the font

So far, you've learned how to:

√ select a character for editing;

√ place a selected character into the edit window;

√ use the mouse or keyboard to edit a character.

Now that you've edited a character, it's time to learn how to put your modified character back into the font.

⇒ **Choose Put Character from the Design Menu or press ⌘P on your keyboard.**

As you can see in the font window, the "A" character which you've just created replaces the old "A" in the font.

6. The Edit Menu Commands: Undo and Clear

There will be times when you don't like the changes you've made to a character. When you want to restore a character to the way it was before your last modification, you'll use the Undo command.

⇒ **Select the number "7" on the keyboard map and place it in the edit window with Get Character.**

⇒ **Using the mouse or the apple and arrow keys,draw a row of pixels through the center of the "7."**

If you're using a mouse, press down the button and hold it down as you draw, releasing it when the line is drawn.

On second thought, maybe the "7" looked better without the dash through it.

⇒ **Choose Undo from the Edit Menu or press ⌘Z on your keyboard.**

If you're editing with a mouse, the Undo command will undo any changes you make to a character from the time you press the mouse button down to start editing to the time you release the mouse button.

If you're editing with the arrow and apple keys, the Undo command will undo any changes you have made to a character since the last time you performed any action besides character editing.

Now that the "7" is returned to normal, you may decide that it looked better with the dash.

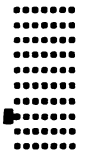
⇒ **Again, choose the Undo command or press ⌘Z.**

The "7" appears in the edit window.

The Undo Command always restores the character in the window to the way it was before the last command you chose. If the last command you chose was Undo, a second Undo will restore the character to the way it was before you performed the first Undo.

There will be times when, even after using the Undo command, you are still dissatisfied with the changes you've made to a character and you just want to start all over with the character. If you're editing an existing font, you'll want to use the Get Character command to place the unchanged character into the edit window and begin again. If you're creating a font, however, you may want to clear the edit window of pixels completely, by using the Clear command.

⇒ **Choose the Clear command from the Edit Menu or press ⌘C on your keyboard.**



The edit window is cleared of pixels and a blank character appears in each of the windows in the style window.

7. Commands that Modify an Entire Character

So far, all the editing you've done to characters has been pixel by pixel. FontEditor also has commands which allow you to modify an entire character at once. These commands are on the Design Menu.

You've already used two of the commands on the Design Menu -- Get Character, which places a selected character in the edit window, and Put Character, which places a character in the edit window back into the font. The remaining commands on the Design Menu are of two types: shift commands and flip commands.

⇒ **Select the character "R" and place it in the edit window with the Get Character command.**

⇒ **Choose Shift Up from the Design Menu or press ⌘[on your keyboard.**

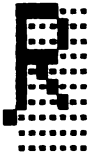
The entire "R" character is shifted up one row of pixels. The top row of pixels forming the "R" wraps around to the bottom row.

Notice how the characters in the style window are affected.

⇒ **Choose Shift Down from the Design Menu or press ⌘/ on your keyboard.**

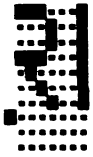
The entire "R" character is shifted down one row of pixels. The "R" is restored to normal.

⇒ **Choose the Shift Left command or press ⌘; on your keyboard.**



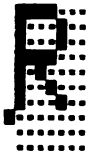
The "R" is shifted one column of pixels to the left. The two leftmost characters of the "R" are now in the far left column of the matrix.

⇒ **Choose the Shift Left command or press ⌘; again.**



The far left column of pixels forming the "R" wraps around to the far right column.

⇒ **Choose the Shift Right command or press ⌘' on your keyboard.**



The far right column of pixels wraps around to the leftmost column as the rest of the "R" shifts one column of pixels to the right.

⇒ **Choose the Shift Right command or press ⌘' again.**

The entire "R" is shifted to the right one column of pixels, leaving the "R" as it was when you started.

You may have noticed that the ⌘ key Shift commands are located in a directional diamond on the keyboard. This makes it easy both to remember the keyboard Shift commands and to use them.

The remaining commands on the Design Menu are the two flip commands.

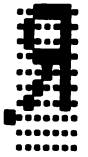
⇒ **Choose Flip Vertical from the Design Menu or press ⌘V on your keyboard.**

The "R" in the edit window is turned upside down, as are all the "R" characters in the style window.

⇒ **Choose the Flip Vertical command or press ⌘V again.**

The "R" is again flipped vertically and is returned to normal.

⇒ **Choose the Flip Horizontal command or press ⌘H on your keyboard.**



A reverse-horizontal, mirror image of the "R" character appears in the edit window.

⇒ **Choose the Flip Horizontal command or press ⌘H again.**

The "R" is again flipped horizontally and appears restored to normal.

Changing the Dimensions of a Character

MultiScribe allows you to adjust the height and width of characters with the commands Change Font Height, Character Wider, and Character Narrower. These commands are to be found on the Size Menu.

In the section "About MultiScribe Fonts" we mentioned that one of the great advantages of MultiScribe's treatment of characters and fonts is its use of **proportional spacing**. Proportional spacing, you may recall, lets you create characters of different widths and adjust the spacing between characters accordingly.

Most word processors simply output to printers which use character sets in which each character is built on a grid or matrix of the same dimensions. An "!" and a "W" must occupy the same space, so the "W" appears somewhat crushed when printed, whereas too much blank space surrounds the exclamation point.

MultiScribe, on the other hand, prints fonts using your printer's graphics mode, so each MultiScribe character can have its own unique width and spacing.

1. Changing a Character's Width

To change the width of a character you'll use the Character Wider and Character Narrower commands.

⇒ **Choose the Character Wider Command from the Size Menu or press ⌘= on your keyboard.**

An extra column of dots is added to the far right side of the character grid in the edit window. Because each of these dots can be edited to become pixels, you've just increased the character width by one pixel.

Using the Character Wider Command, you can increase the width of a character up to 28 pixels.

⇒ **Choose the Character Narrower command from the Size Menu or press ⌘- on your keyboard.**

The extra column of dots you just added has been removed, reducing the character width by one pixel.

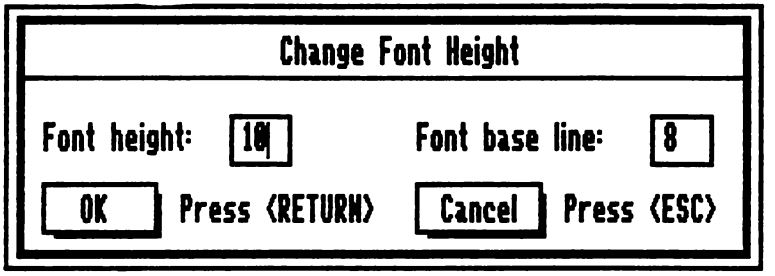
The keys used in conjunction with the ⌘ key to produce Character Narrower (⌘-) and Character Wider (⌘=) are located next to one another on the keyboard. Character Narrower is associated with the minus sign, whereas the Character Wider Command is associated with the "=" key, which has the plus sign ("+") as its Shift character.

2. Changing the Height of a Font

While the characters in a font can have their own unique width, they must all share the same height. To change the height of a character or group of characters in a font, you must change the height of the entire font.

⇒ **Choose Change Font Height from the Size Menu.**

A dialog box appears.



The dialog box contains input bars for font height and base line. The input bars contain the current font height and base line values.

⇒ **Change the Font Height value to 12. Click on the OK button or press the Return key.**

Two additional rows of dots appear underneath the character in the Edit Window, and the characters in the font window have increased in height. You've just increased the vertical size of your font.

Notice, however, that the base line marker in the edit window has not been changed.

⇒ **Choose Change Font Height from the Size Menu again.**

Once again, a dialog box appears on the screen.

⇒ **Click on the Font base line input bar or press the → key to move the cursor to the Font base line input bar.**

⇒ **Change the Font base line value to 10. Click on the OK button or press the Return key.**

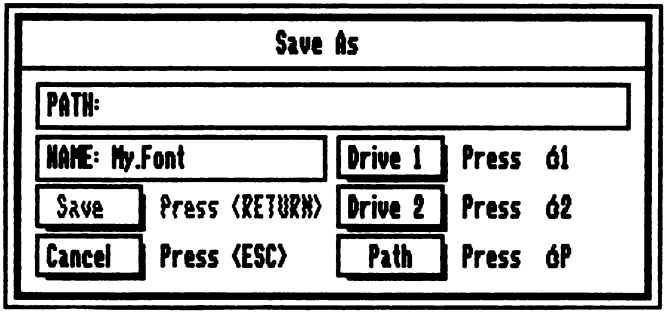
The Font base line marker is changed and appears closer to the bottom of the edit window.

Saving Your Font

When it comes to saving your work, treat MultiScribe fonts and documents with the same care -- save to disk often. Saving takes only a few moments and can often save you hours of work, especially in the event of a power failure or interruption.

⇒ **Choose Save from the File Menu or press ⌘S.**

A dialog box appears because the Save command can't be completed without additional information.



The Save button on the dialog box is disabled because you must specify the path to which the font is to be saved.

⇒ **Click on the Drive 1 button or press ⌘1.**

The disk drive whirs and the pathname of the disk in drive 1 appears in the PATH input bar.

⇒ **Click on the Save button or press Return.**

Your font is stored on disk and the dialog box disappears. Now you've given your font a name and saved it on disk. The next time you save your font, FontEditor will automatically save this font under the name "My.Font" and on the path you specified.

⇒ **Choose Save from the File Menu or press ⌘S.**

A message box appears, telling you that FontEditor is saving your font, and the name under which it is being saved.

If you want to save your font on a different path or under a different name, use the Save As command and input the new pathname and fontname for your font.

Opening a Font for Editing

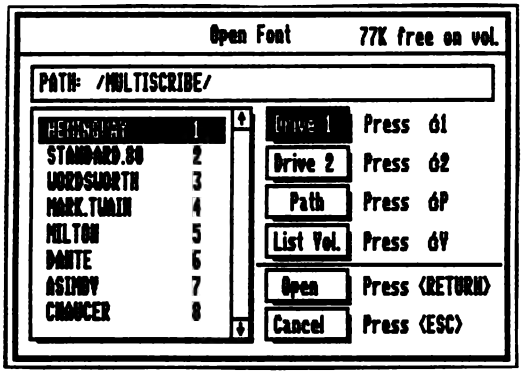
The FontEditor Open command is very flexible. It allows you to open several fonts at one time. In fact, you can open as many fonts as you have room for in memory. What's more, you can open a single font several times, thereby creating duplicates of that font in memory.

Let's use the FontEditor Open Command to look at some other fonts.

If you're using a 5 1/4" drive, the fonts which come with MultiScribe are all located on Side 2 of your disk. The only font on Side 1, the FontEditor side of your disk, is the font you just created and saved, "My.Font," which is still open and displayed on the FontEditor screen. Remove the disk from your disk drive, turn it over, and insert Side 2 into the drive. Close the drive door.

⇒ Choose the Open command from the File Menu.

A dialog box appears.



Because you last saved to the drive 1 path, FontEditor reads the disk in drive 1 and displays the fonts it finds there in the scroll window of the dialog box.

⇒ Scroll the list in the scroll window by clicking on the scroll arrows or using the ↓ and ↑ keys.

The highlighted bar scrolls down through the list of fontnames until it reaches the bottom of the list. As each fontname is highlighted, that font is selected. You can also select fonts by using the mouse to place the pointer on the fontname and clicking.

⇒ **Select the font "Shakespeare" and click on the Open button or press Return.**

The dialog box disappears and the Shakespeare font is now displayed in the font window.

Note, however, that the letter in the edit window is the "R" character from "My.Font." Until you choose the Get Character command, the last character you selected and placed in the edit window stays there, even when you open a new font. This allows you to move characters from one font into a different font.

If you're using a mouse, you can also open a font by double-clicking on the name of the desired font.

⇒ **Choose the Put Character command or press ⌘P.**

The "R" from "My.Font" is placed in the Shakespeare font.

Don't worry -- you haven't ruined your Shakepeare font. Your fonts remain unchanged on disk *as long as you don't modify them and save your changes*.

You may be wondering what's happened to "My.Font."

⇒ **Pull down the Font Menu.**

The Font Menu contains two items: "My.Font" and "Shakespeare." There is a check mark (√) beside Shakespeare, which means that it's the font currently selected, the font which appears in the font window. The font last opened remains the selected font until you choose a different font on the Font Menu.

⇒ **Pull down the Font Menu and choose "My.Font."**

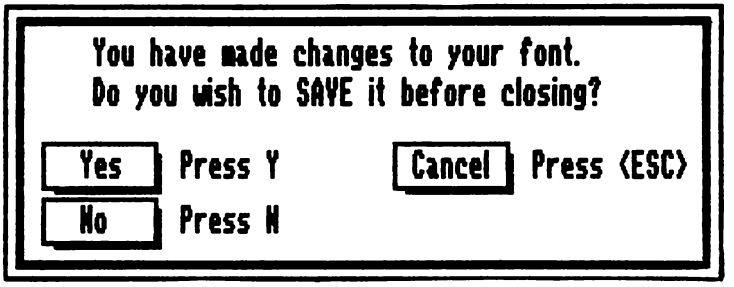
"My.Font" is now the font in the Font Window and a check mark (√) appears beside "My.Font" on the Font Menu.

Closing Fonts

As you've chosen the Save and Open commands from the File Menu, you've probably noticed that the Quit to MultiScribe command is disabled and appears dimmed. Before you can quit FontEditor and return to MultiScribe, you must close all open fonts.

⇒ **Choose the Close command from the File Menu or press ⌘K.**

Because you've made changes to My.Font -- you put a character back into the font and changed the font's height -- a dialog box appears, asking if you want to save your font.



⇒ **Since you've already saved "My.Font" on the other side of the disk, click the No button or press N.**

"My.Font" disappears from the font window and the Font Menu.

Before you can quit, however, you must still close the Shakespeare font.

⇒ **Choose Close from the File Menu or press ⌘K.**

You're again asked if you'd like to save the changes you've made to the Shakespeare font.

⇒ **Click the No button or press N.**

The FontEditor screen is cleared, leaving only the Menu Bar.

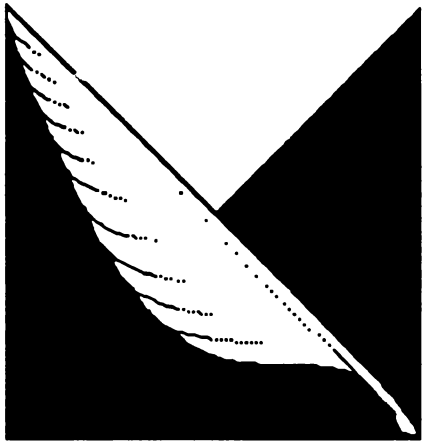
Quitting FontEditor

To quit FontEditor you'll use the Quit to MultiScribe command.

⇒ **Choose Quit to MultiScribe from the File Menu.**

The MultiScribe title screen appears, followed by the menu bar and document window of the MultiScribe screen.

If you're using a 5 1/4" drive, a dialog box appears, asking you to insert side 2 of the disk into the drive and press Return. Remove your disk from the drive, turn it over, insert side 2 into the drive, and press Return.



Using FontEditor

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Introduction

If you've read Chapter 5, you've used each of FontEditor's commands. This chapter provides step-by-step instructions for using each of the commands you experimented with in the previous chapter.

Tasks you perform with FontEditor fall into four major categories: choosing a character to edit, editing characters, changing the dimensions of characters, and managing fonts. This chapter is divided into sections which deal with each of these categories. It begins with instructions for starting up FontEditor and choosing a font to edit.

Starting Up FontEditor

⇒Choose FontEditor from the MultiScribe Menu.

If you've made any unsaved changes to your current document, a dialog box appears, asking if you want to save your changes. If you want your changes saved, click on the Yes button or press Y; if not, click on the No button, or press N. Clicking on Cancel or pressing Esc cancels the operation.

If you're using a 5 1/4" drive, a dialog box appears, asking you to insert side 1 of the MultiScribe disk. Remove the MultiScribe disk from the drive, turn it over, and insert side 1 into the drive. Click on the OK button or press Return. If you click on Cancel or press Esc, the operation will be canceled and you'll remain in MultiScribe.

A dialog box appears, telling you that FontEditor is being loaded into memory.

FontEditor is loaded from the disk into memory and the menu titles on the menu bar change to the FontEditor menu titles.

Choosing a Font to Edit

Before you can begin to edit characters, you must select a font to work with. This section explains how to use the New command to create a new font and how to use the Open command to edit an existing one.

Creating a New Font

You can create a new font with the New command.

1. Choose New from the File Menu or press ⌘N.

A dialog box containing empty input bars for Font name and Font number and buttons for OK and Cancel appears.

You can move between the fontname and font number input bars by clicking on the desired input bar or using the ← and → keys or ⌘Tab and Tab.

2. Enter the name of your new font in the Font name input bar.

Fontnames can contain from 1 to 15 characters, but the first character must be alphabetic. All other characters must be letters, numbers, or periods; you won't be allowed to enter spaces or punctuation characters other than periods.

If you enter an illegal fontname and choose OK, your Apple will beep and your fontname will not be accepted. You must then delete your old fontname and enter a new one.

3. Enter a number from 201 to 254 as the Font number for your new font.

You can enter font numbers in the range 1 to 254 only; if you enter a number greater than 254 or less than 1, the menu bar will flash, your Apple will beep, and the input bar will be cleared.

4. Click on the OK button or press Return

Your new font appears on the Font Menu, with its font number to the left of the fontname; it won't appear on the Open command scroll window until you save the font with either the Save or Save As command.

If you choose to click on the Cancel button or press Esc, the New operation is canceled.

Opening an Existing Font

You can open an existing font using the Open command.

1. Choose Open from the File Menu or press ⌘J.

A dialog box appears.

The dialog box contains an input bar for PATH, a scroll window, buttons for path (Drive 1, Drive 2, Path, List Vol.), and buttons for Open and Cancel. The scroll window contains a list of fonts on the current path.

If you've not yet selected a path, the scroll window contains a message instructing you to specify the drive or path from which to read the font you wish to open. Choose Drive 1 or Drive 2, or choose Path and type a pathname in the PATH input bar. If you're not sure of the name of the path which contains the fonts you want to edit, click on List Vol. or press ⌘V to list all online volumes.

2. Select the name of the font you want to open.

- **If you're using a mouse**, click on the font name or scroll the list by clicking on the scroll arrows.
- **If you're using keyboard controls**, scroll the list using the ↑ and ↓ keys.

3. Click on the Open button or press Return.

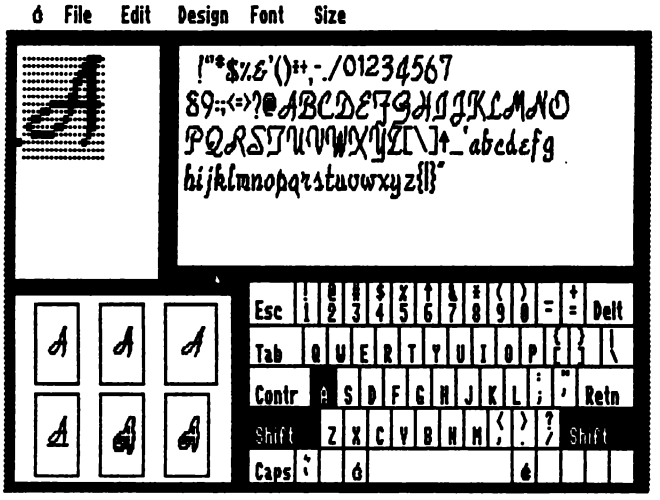
A copy of the font you choose to open is read from the disk into memory. Any changes you make to the font won't be permanent until you save them back to the disk.

You can also open a font by double-clicking on the fontname.

Clicking on the Cancel button or pressing Esc cancels the Open operation.

Choosing a Character to Edit

When you use the New or Open command to create or open a font for editing, the FontEditor screen appears. The FontEditor screen contains a menu bar and four windows.



When you edit a font, you change it character by character. To edit a font, you'll begin by editing a single character.

This section explains how to choose a character for editing -- how to select a character on the keyboard map and then place that character into the edit window.

Selecting a Character on the Keyboard Map

⇒ Click on the key on the keyboard map which represents the character you want to edit, or click on the character in the font window you want to edit, or press the corresponding key on your keyboard.

The character you selected is highlighted in the font window.

If you're using a mouse, clicking on the Shift key toggles between uppercase and lowercase for alphabetic characters and between the upper and lower characters on each key for numbers and special characters. You can also disregard the Shift key altogether and just click on the character in the font window, if you like.

If you're using keyboard controls, the character you select corresponds directly to the character you press. If the Caps Lock key is down, pressing an alphabetic key selects the uppercase character, while pressing a numeric or special character key selects the lower character on the key.

Placing a Selected Character Into the Edit Window

⇒ Choose Get Character from the Design Menu or press ⌘G.

The selected character is placed in the edit window.

Editing a Character

This section begins with instructions for editing a character with both mouse and keyboard controls. The Edit Menu commands, Undo and Clear, are explained next, followed by the Shift and Flip commands.

Editing a Character with a Mouse

1. Use the mouse to move the pointer into the edit window.

The pointer changes shape from an arrow to a cross.

The dots in the edit window character grid become inverted when the cross passes over them.

The dots in the edit window represent blank or "off" pixels; the dark squares which form characters are filled or "on" pixels. For the sake of clarity, we'll call blank pixels **dots** and filled pixels **pixels.**

2. Place the center of the cross on the dot or pixel where you intend to begin editing.

The dot or pixel becomes inverted.

3. Click the mouse button.

Clicking the mouse inside the character grid:

- changes dots to pixels;
- changes pixels to dots.

The characters in the style window reflect the changes you've made to the character you're editing.

4. To draw or remove a line, place the cross pointer on the dot or pixel where you want to begin editing, press down the mouse button, and hold it as you drag the mouse over the line.

If you press the mouse button with the cross pointer on a dot, pixels will be placed on every dot over which you drag the cross pointer. Pixels remain unaffected.

If you press the mouse button with the cross pointer on a pixel, the cross pointer will remove every pixel over which it passes. Dots will remain unaffected.

Notice the effects of the changes you make on the characters in the style window.

Editing a Character with Keyboard Controls

1. Use any of the arrow keys to move the blinking dot in the edit window character grid to the dot or pixel you wish to change.

If you press the ↑ key while the blinking dot is on the top row, the blinking dot wraps around to the bottom row.

The opposite is also true: if you press the ↓ key while the blinking dot is on the bottom row, the blinking dot wraps around to the top row.

If you press the → key while the blinking dot is in the rightmost column, the blinking dot drops down a row and wraps around to the far left column.

If you press the ← key while the blinking dot is in the leftmost column, the blinking dot moves up one row and wraps around to the far right column.

2. Press the ⌘ key to place a pixel on a dot; press the ⌥ key to remove a pixel.

If you press the ⌥ key while on a dot, the dot remains unaffected.

Pressing the ⌘ key while on a pixel likewise has no effect on the pixel.

3. To draw a line, hold down the ⌘ key while pressing an arrow key.

To create vertical lines, use the ↑ and ↓ keys.

To create horizontal lines, use the ← and → keys.

4. To remove a line, hold down the ⌘ key while pressing an arrow key.

Undoing Changes to a Character

There will be times when you don't like the changes you've made to a character. The Undo command lets you retract the most recent changes you've made to a character.

⇒ Choose Undo from the Edit Menu or press ⌘Z.

The most recent changes to the character in the edit window are undone and the character is restored to the way it was before you last started editing it.

The most recent changes you've made to the character in the edit window are undone and the character is restored to the way it was before you started editing it.

If you're using a mouse, the Undo command will undo all changes you make to a character from the time you press down the mouse button to start editing to the time you release the mouse button.

If you're using keyboard controls, the Undo command will undo all changes you make to a character from the time you last performed some action besides character editing.

Clearing the Edit Window

Whenever you want a "clean slate" in the edit window, you'll use the Clear command.

⇒ Choose Clear from the Edit Menu or press ⌘C.

The edit window is cleared.

Shifting a Character

You can move a character around in the character grid using the Shift commands on the Design Menu. When you choose a Shift command, the character in the character grid is shifted one row or column in the direction specified by the command.

The keyboard commands for shifting form a directional diamond on the keyboard: [is up, / is down, ; is to the left, and ' is to the right.

To Shift a Character Up

⇒ **Choose the Shift Up command from the Design Menu or press ⌘[.**

The character is shifted up one row in the character grid.

To Shift a Character Down

⇒ **Choose the Shift Down command from the Design Menu or press ⌘/.**

The character is shifted down one row in the character grid.

To Shift a Character to the Left

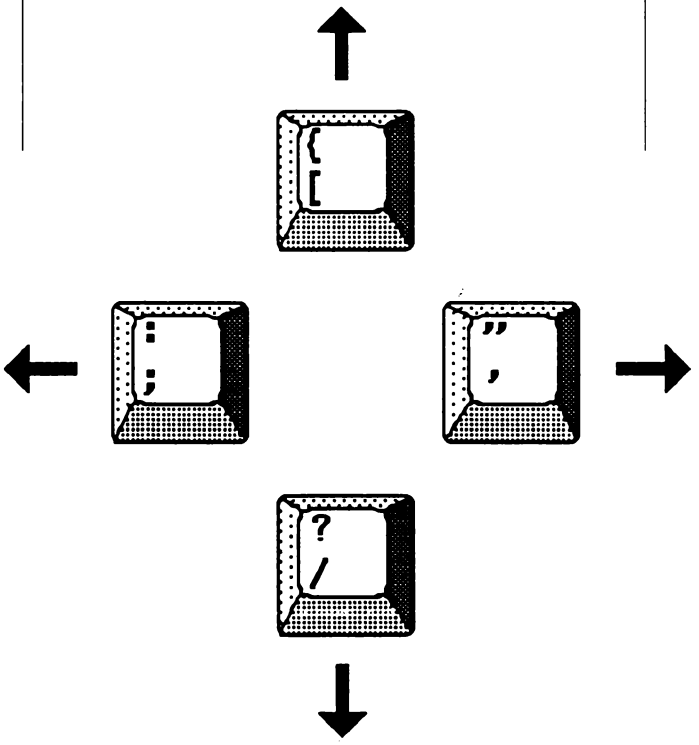
⇒ **Choose the Shift Left command from the Design Menu or press ⌘;.**

The character is shifted one column to the left in the character grid.

To Shift a Character to the Right

⇒ **Choose the Shift Right command from the Design Menu or press ⌘'.**

The character is shifted one column to the right in the character grid.



Flipping a Character

You can reverse the way a character is displayed on the screen both horizontally and vertically using the flip commands on the Design Menu.

To Flip a Character Vertically

⇒ **Choose the Flip Vertical command from the Design Menu or press ⌘V.**

The character appears upside down.

If you choose the Flip Vertical command again, the character will appear rightside up.

To Flip a Character Horizontally

⇒ **Choose the Flip Horizontal command from the Design Menu or press ⌘H.**

The character appears facing backward.

If you choose the Flip Horizontal command again, the character will appear facing forward.

Changing the Dimensions of a Character

MultiScribe allows you to use characters of different widths and heights in the same document. FontEditor provides commands for modifying the widths of individual characters as well as the height of an entire font.

Changing the Width of a Character

To take advantage of MultiScribe's proportional character spacing, you can use the Character Wider and Character Narrower commands to adjust the widths of individual characters.

To Make a Character Wider

⇒ **Choose Character Wider form the Size Menu or press ⌘=.**

The character grid in the edit window grows one column of pixels wider.

The new column of pixels is added to the right side of the character grid.

To Make a Character Narrower

⇒ **Choose Character Narrower from the Size Menu or press ⌘-.**

The width of the character grid in the edit window is decreased by one column of pixels.

The column of pixels is removed from the right side of the character grid.

Changing the Height of a Font

While you can change the widths of individual characters in a font, every character in a font uses the same amount of vertical space (although not all characters must appear to have the same height). You can, however, change the height of an entire font with the Change Font Height command.

1. Choose Change Font Height from the Size Menu.

A dialog box with input bars for Font height and Font base line appears. The input bars contain the current font height and base line values.

If you press Return without making changes, the current height and base line values are saved and the dialog box disappears.

If you're satisfied with the current font height and base line values, you can just click on the Cancel button or press Esc, thereby canceling the operation.

If you're satisfied with the existing font height but wish to change the base line value, use the mouse to click on the font base line input bar or press the → key.

2. Enter a new font height value.

To enter a new font height:

⇒ Use the Delete key to delete the current value.

⇒ Type in a new font height.

FontEditor will not allow you to enter a font height of less than 7.

If you're satisfied with your new font height value and don't need to change the font base line value, press Return.

3. Enter a new font base line value.

To enter a new base line:

⇒ Use the Delete keys to delete the current value.

⇒ Enter a new font base line value.

If you wish to go back to the Font height input bar to make further changes, use the mouse to click on the Font height input bar or press the ← key.

4. When you're satisfied with the font height and base line values, click on the OK button or press Return.

The changes you make are reflected in the edit, style, and font windows.

Managing Fonts

In addition to the New and Open commands already discussed, the FontEditor File Menu provides commands that allow you to change font numbers, save and close fonts, and return to MultiScribe.

Changing the Font Number of a Font

Every MultiScribe font has a unique font number. Font numbers 1 through 200 are reserved for fonts provided by StyleWare. If you create your own font, assign it a number from 201 through 254, but be careful not to give it a number already assigned to another font on your MultiScribe disk.

1. Choose Change Font # from the File Menu.

A dialog box appears. The Change Font # dialog box looks similar to the New dialog box, and functions in much the same manner.

Because the Change Font # command is used with an existing, open font, the Font Name input bar of the Change Font # dialog box already contains the name of the currently selected font and the insertion point is in the Font Number input bar.

Furthermore, you're not allowed to move from the Font Number input bar to the Font Name input bar, as under the New command, which places the insertion point in an empty Font Name input bar, and allows you to move among the input bars with the ← and → keys.

2. Enter a number from 201 to 254 in the Font Number input bar.

Like the New command dialog box, the Change Font # input bar checks to verify that the number you input is in the range 1 to 254. Because the font numbers from 1 to 200 are reserved, you shouldn't enter a number less than 201.

To allow greater flexibility in the handling of fonts, FontEditor does **not** check to verify that you don't give the font a number already used by another font on the MultiScribe disk, so be careful when you assign font numbers with the Change Font # command.

The font number is not assigned to the version of the font on disk *until you save the font with its changed font number back to disk* with the Save command. If you change a font's number and choose the Open command from the File Menu before saving the changed font back to disk, the font number displayed beside the fontname of a particular font is the font number assigned to it when it was last saved.

Saving Fonts

1. Choose Save from the File Menu.

Unless you're saving a font for the first time since starting up FontEditor, a dialog box appears, telling you the name of the font being saved on disk.

If you're saving a font for the first time since starting up FontEditor, a dialog box appears which contains input bars for the pathname and fontname of the font you're saving. This is to allow you to specify a path to which your fonts will be saved.

2. If you're saving a font for the first time, type the path and fontname under which you'd like your font saved. Click on the Save button or press Return.

Fontnames can be from 1 to 15 characters long, but the first character in the fontname must be alphabetic. All other characters in the fontname must be letters, numbers, or periods. Spaces or punctuation marks other than periods are not allowed.

If you type the name of a font already on the disk, a dialog box is displayed when you click on the Save button or press Return.

The dialog box asks if you want to replace the font on disk with the one you're saving.

If you click on the Yes button or press Y, the font you're saving replaces the font on disk with the same name. If you click on the No Button or press N, you're returned to the Name input bar of the previous dialog box. Choosing Cancel on the second dialog box by clicking on the Cancel button or pressing Esc cancels the entire Save operation.

The Drive 1, Drive 2, and Path buttons let you save your font on a different disk or path. Clicking on the Drive 1 button or pressing ⌘1 selects the disk volume in drive 1 as the path under which your font will be saved. Clicking on the Drive 2 button or pressing ⌘2 selects the disk volume in drive 2 as the path under which the font will be saved.

Clicking on the Path button or pressing ⌘P lets you specify the pathname under which you want your font saved. If you need to know more about ProDOS paths, see Appendix D: "ProDOS Pathnames and Filenames."

Clicking on the Cancel button or pressing Esc cancels the Save operation.

Closing Fonts

Before you can quit FontEditor, all fonts must be closed. There will also be times when you need to close fonts to free up space for other fonts you wish to open. You'll use the Close command to close open fonts.

⇒ Choose Close from the File Menu or press ⌘K.

If you haven't used the Put Character command to replace a character in the font you're closing, no dialog box appears and the font is closed.

When the last open font is closed, the FontEditor screen is cleared except for the menu bar and the Quit command may be used.

If you've used the Put Character command with the font you're closing, a dialog box appears, asking if you want to save the changes made to the font before closing it.

If you click on the Yes button or press Y, your most recent changes to the font are saved on disk and a box appears telling you the name of the font being saved.

If you click on the No button or press N, the font is closed with your most recent changes to the font unsaved.

If you click on the Cancel button or press Esc, the dialog box disappears and the font remains open.

Quitting FontEditor

You can quit FontEditor and return to MultiScribe with the Quit to MultiScribe command.

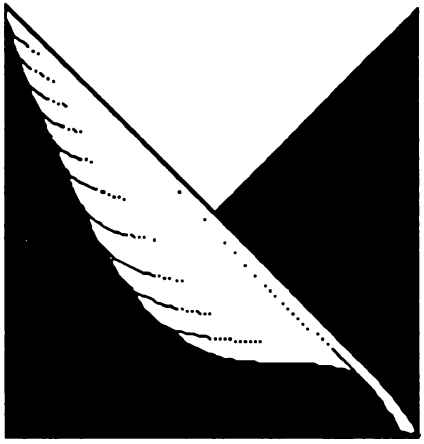
⇒ Choose Quit to MultiScribe from the File Menu or press ⌘Q.

The MultiScribe command remains dimmed and can't be used until all open fonts are closed.

When you choose the Quit to MultiScribe command, the MultiScribe title screen appears briefly, followed by the menu bar and document window of the MultiScribe screen.

If you're using a 5 1/4" drive, a dialog box appears, asking you to insert side 2 of the MultiScribe disk and press Return. Turn the disk over and press Return.

Chapter 7



FontEditor Reference

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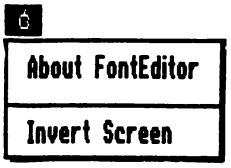
The Menu



The Menu contains miscellaneous commands which perform functions that don't fall under any of the other menu categories.

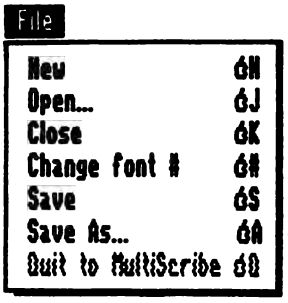
About FontEditor

This command provides you with information about the author of the program and the version number of FontEditor on your diskette.

Invert Screen

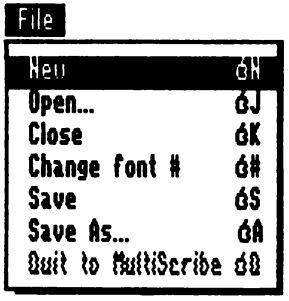
The Invert Screen command reverses the way things appear on the screen. When you choose Invert Screen, what had been dark on the screen appears light and what had been light appears dark. For example, if your screen currently has dark characters on a light background, it will be redrawn to show light characters on a dark background when you choose this command. Choosing Invert Screen again would restore the screen to dark characters on a light background.

File Menu



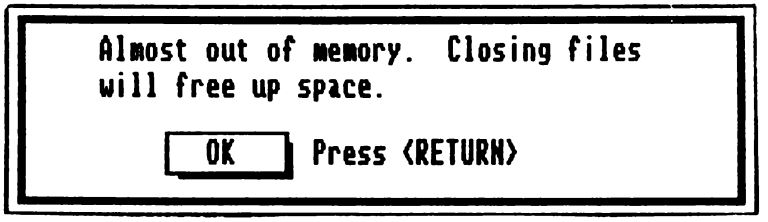
The File Menu contains commands for creating new fonts and for modifying and maintaining old ones.

New



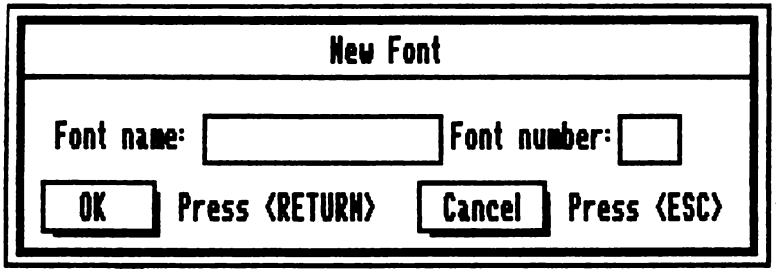
This command lets you create a new font.

The New command may be used any time that FontEditor is in use. You can create as many new fonts as you like. The only limitation placed on the creation of new fonts is lack of memory. If you attempt to create a new font for which there is not enough room in memory, a dialog box will appear to alert you to the lack of memory space for the new font.



This message suggests that you close some open fonts to make room for the new font.

When you select the New command, a dialog box appears at the top of the screen.



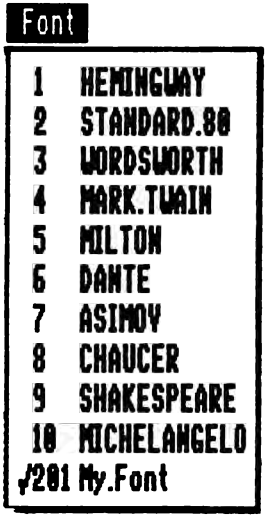
The New dialog box contains an input bar for the new fontname, an input bar for font number, an OK button, and a Cancel button. You can move between the fontname and font number input bars with the ← and → keys or Tab and ♁Tab.

The input bar prompts you for the name you wish to assign to your new font. The rules for naming MultiScribe fonts are the same as those for ProDOS filenames: fontnames can contain no more than 15 characters; the first character of a fontname must be a letter; all other characters must be letters, numbers, or periods (no spaces or punctuation marks other than periods are accepted).

You can enter font numbers in the range 1 to 254 only; if you enter a number greater than 254 or less than 1, the Menu Bar will flash, your Apple will beep, and the input bar will be cleared.

When you've typed in the name you wish to assign to your new font, click on the OK button, or press the Return key if you aren't using a mouse. If you enter an illegal fontname and choose OK, your Apple will beep and your fontname will not be accepted. You must then delete your old fontname and enter a new one. Clicking on the Cancel button or pressing the Esc key cancels the operation.

Once you have created a font, its name and font number appear on the Font Menu. The font will not appear in the scroll window of the Open command dialog box until the font has been saved to disk.

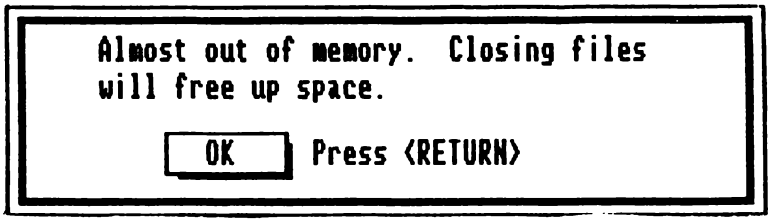


The new font remains the currently selected font until you open or create another font.

Open

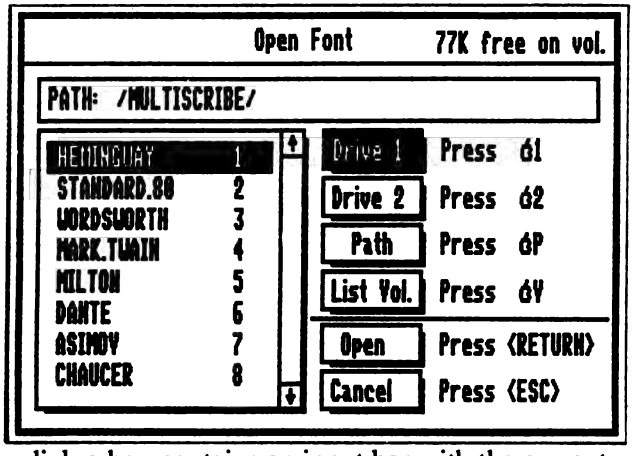
The Open command reads a font from disk and displays it for editing on the FontEditor screen.

The Open command may be used at any time under FontEditor. You can open as many fonts as you like, and you can open the same font as many times as you like. The only limitation placed on the number of fonts you have open is lack of memory. If you attempt to open more fonts than you have room for in memory, a dialog box will appear on the screen to alert you to the lack of memory for the font you're trying to open.



This message suggests that you close some open fonts to make room for the font you wish to open.

When you choose the Open command, a dialog box appears on the screen.

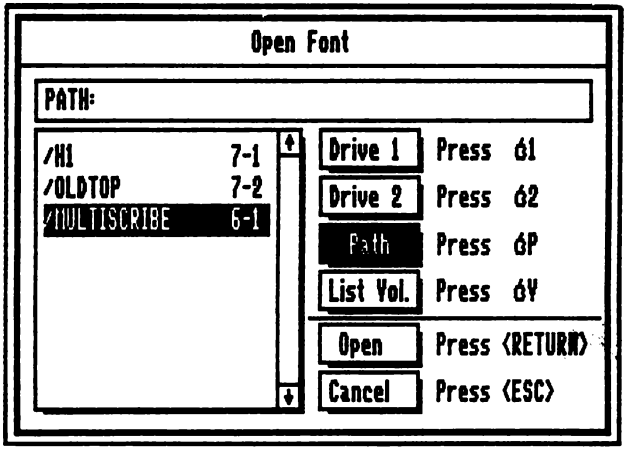


The Open dialog box contains an input bar with the current pathname, a scroll window, buttons for selecting path (Drive 1, Drive 2, Path, List Vol.), and buttons for Open and Cancel.

If you haven't already selected a path by saving or opening a font, a message appears in the scroll window asking you to please select drive 1, drive 2, or path. MultiScribe is asking you to specify a pathname from which to read fonts. A path is either a volume -- a disk drive like drive 1 or a hard drive -- or a volume and subdirectories.

If you want to open a font on the disk in drive 1 or drive 2, just click on the Drive 1 or Drive 2 button or press ⌘1 or ⌘2. If you want to open a font on a hard drive or on a subdirectory of a volume, click on the PATH input bar or Path button, or press ⌘P, and enter the pathname from which to read a font. A pathname can be up to 40 characters long, but each directory in a pathname must be separated from the other directories by a slash ('/'), and must follow the conventions for ProDOS filenames.

If you don't know the name of the path on which the fonts you want to edit are located, click on the List Vol. button or press ⌘V to list all online volumes in the scroll window. Volumes are distinguished from files by being preceded by a slash and followed by the volume's slot and drive numbers.



To list all the files on a volume, select the volume by scrolling the scroll window until the desired name is highlighted. Open the volume by double-clicking on the highlighted volume name or clicking the Open button or pressing the space bar. All directories and files on the volume are listed in the scroll window. Directories are differentiated from files by being preceded by a slash ("/").

To list the files and subdirectories on a directory, select the directory by scrolling the scroll window until the desired subdirectory name is highlighted. Open the subdirectory by double clicking on the highlighted subdirectory name or clicking on the Open button if you're using a mouse, or by pressing the space bar if you're using keyboard controls.

Once you've selected a path by specifying the pathname or by listing the volumes and directories to find the desired path, the scroll window contains a list of all MultiScribe fonts on the selected path, displayed from top to bottom in the order in which they were created. The first font on the list appears highlighted, meaning it is the selected font, the font which will be opened if you make no other selection.

The file window can display up to 8 fontnames. To scroll the font list in the scroll window:

- **If you're using a mouse**, position the pointer on either the up or down scroll arrow on the scroll bar and press the mouse button. The names of the fonts on the current path will be scrolled either up or down until you release the mouse button or reach the bottom or top of the list.

- **If you're using keyboard controls**, use the ↑ and ↓ keys to scroll the list. The names of the fonts on the current path will be scrolled up or down until you reach the bottom or top of the list.

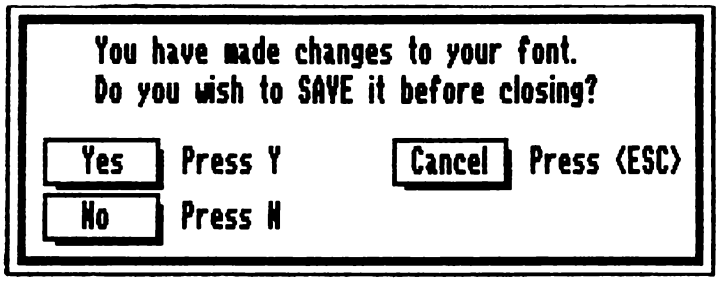
To open a font, double-click on the fontname or select the font by clicking on the fontname if you're using a mouse; if you're using keyboard controls, use the ↑ and ↓ keys to scroll through the fontname list until the name of the font you want to open is highlighted. Open the font by clicking on the Open button or pressing the Return key. The selected font will be loaded into memory and displayed in the Font Window.

Close

The Close command closes the font currently in the Font Window and selected on the Font Menu.

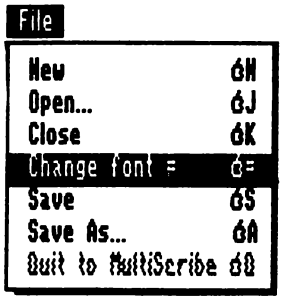
This command is usable only when at least one font is open and will otherwise remain dimmed.

If you attempt to close a font that has been changed since it was last saved, a dialog box will appear, asking if you want to save the changed font before closing it.

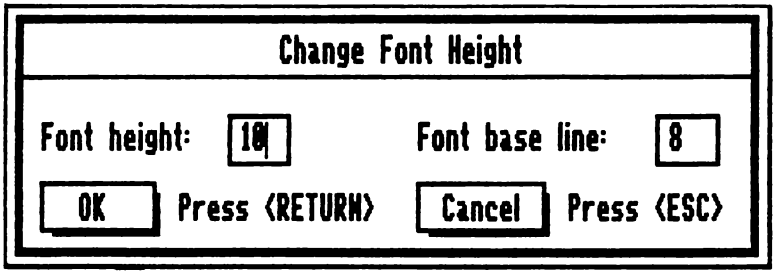


If you select Yes, the changed font is saved to disk and then closed. If you choose No, the font is closed with your most recent changes unsaved. If you choose Cancel, the Close command is canceled and the font remains open.

Change Font



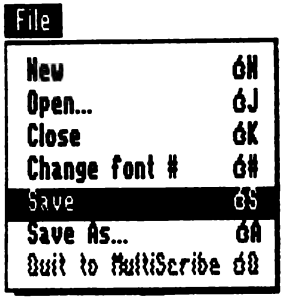
As its name implies, Change Font # allows you to change the font number assigned to a given font. When you choose the Change Font # command from the File Menu, the same dialog box as that displayed by the New command appears:



Because the Change Font # command is used with an existing, open font, the Font Name input bar of the Change Font # dialog box already contains the name of the currently selected font and the insertion point is in the Font Number input bar. Furthermore, you're not allowed to move from the Font Name input bar to the Font Number input bar, as under the New command, which places the insertion point in an empty Font Name input bar, and allows you to move among the input bars with the ← and → keys or Tab and ⇧Tab. Like the New command dialog box, the Change Font # input bar checks to verify that the number you input is in the range 1 to 254.

To allow greater flexibility in the handling of fonts, FontEditor does **not** check to verify that you don't give the font a number already used by another font on the MultiScribe disk, so be careful when you assign font numbers with the Change Font # command. Furthermore, the font number is not assigned to the version of the font on disk *until you save the font with its changed font number back to disk* with the Save command. If you change a font's font number and choose the Open command from the File Menu before saving the changed font back to disk, the font number displayed beside the fontname of a particular font is the font number assigned to it when it was last saved.

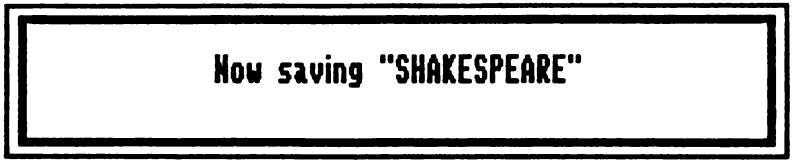
Save



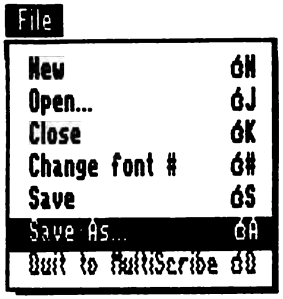
The Save command saves the currently selected font on disk.

This command may be used when at least one font is open; otherwise, it will appear dimmed.

When you choose the Save command, a dialog box appears on the screen to tell you which font is being saved on disk.



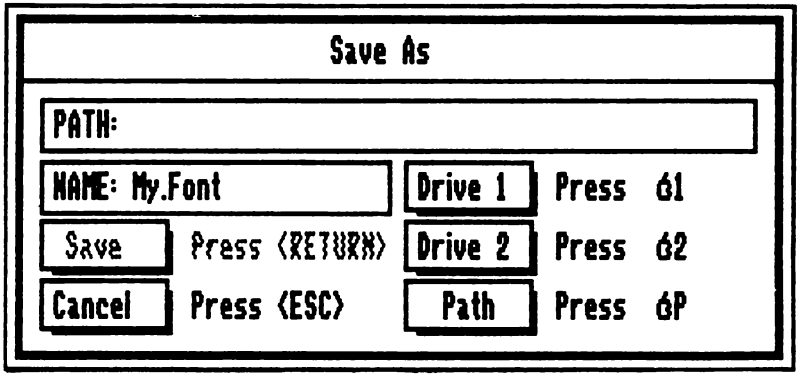
Save As...



The Save As command allows you to save a font under a new path, or a new fontname, or both.

As with Save, the Save As command remains dimmed and may not be used unless there is at least one font open.

When you select the Save As command, a dialog box appears on the screen.



The Save As dialog box contains input bars for path and fontname, buttons for path selection (Drive 1, Drive 2, Path), and buttons for Save and Cancel.

When the dialog box appears, the PATH input bar contains the name of the current path, the last path from which a font was opened or to which a font was saved. The NAME input bar contains the current fontname, the last name under which the font was saved or the name you gave it when you created it with the New command. The cursor appears at the end of the current fontname.

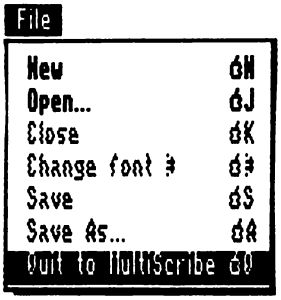
To move the cursor back and forth between the PATH and NAME input bars:

- **If you're using a mouse,** place the pointer inside the input bar you wish to edit and click the mouse button.

- **If you're not using a mouse,** use the ↑ and ↓ keys to move the cursor.

If you want to save the font under a different path, enter a new pathname in the PATH input bar or choose the Drive 1 or Drive 2 button. If you want to save the font under a name other than the current fontname, enter a new fontname in the NAME input bar. When the input bars contain the fontname and pathname under which you want the font saved, click on the Save button or press the Return key. Your font will be saved to disk, replacing the old font with the same name.

Quit To MultiScribe



The Quit To MultiScribe command quits FontEditor and returns to MultiScribe.

This command remains dimmed on the File Menu and may not be used until all open fonts are closed.

When you choose the Quit To MultiScribe command, the MultiScribe logo screen appears, followed by the MultiScribe screen. If you're using a 3 1/2" drive, RAM drive, or hard drive, you've returned to MultiScribe.

If you're using a 5 1/4" drive, a dialog box appears, asking you to insert side 2 of the disk and press Return; turn the disk over and press Return.

The Edit Menu

The Edit Menu contains commands to aid you in the pixel by pixel editing of characters.

Undo

The Undo command allows you to undo changes you've made to a character and restores the character to the way it was before you started editing it.

- **If you're using a mouse**, the Undo command will undo any changes you make to a character from the time you press down the mouse button to start editing to the time you release the mouse button.
- **If you're using keyboard controls**, the Undo command will undo any changes you've made to a character since the last time you performed any action besides character editing.

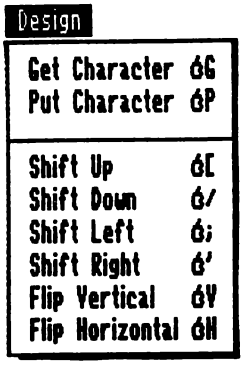
The Undo command cannot be used until at least one font has been opened and will otherwise remain dimmed.

Clear

This command clears the edit window.

The Clear command may be used only when there is at least one font open; otherwise it remains dimmed.

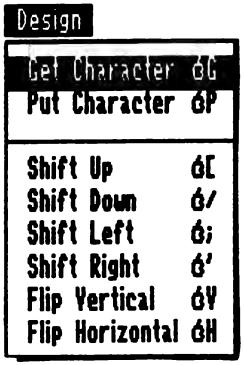
The Design Menu



While the edit window allows you to change a character by editing it pixel by pixel, the Design Menu contains commands which affect an entire character at once. Design Menu commands allow you to:

- *Get* any character in a font and place it in the edit window as well as *Put* any character in the edit window anywhere in a font;
- *Shift* an entire character one pixel at a time in any direction;
- *Flip* a character vertically or horizontally.

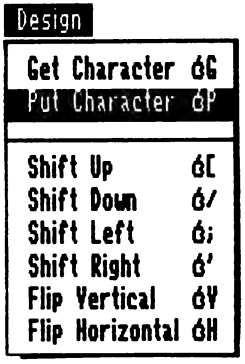
Get Character



This command places the character currently selected on the keyboard map into the edit window.

The Get Character command is usable only when at least one font is open. It otherwise remains dimmed.

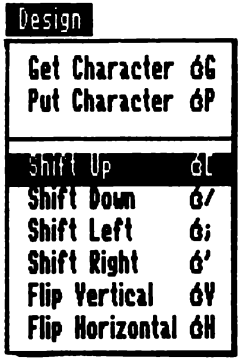
Put Character



The Put Character command places the character currently in the Edit Window back into the font at the position of the character selected on the Keyboard Map.

This command may be used only when there is at least one font open; otherwise it appears dimmed.

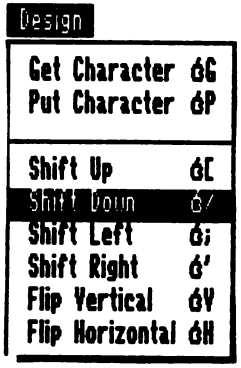
Shift Up



The Shift Up command shifts the character in the edit window up one pixel. The top row of pixels wraps around to the bottom row.

This command remains dimmed and may not be used until at least one font is open.

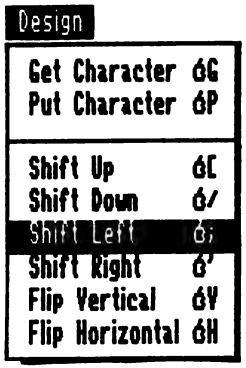
Shift Down



The Shift Down command shifts the character in the edit window down one pixel. The bottom row of pixels wraps around to the top row.

This command remains dimmed and may not be used until at least one font is open.

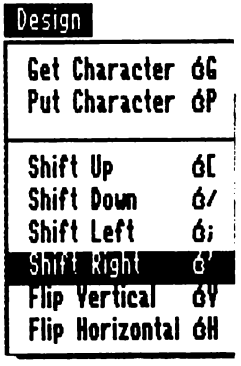
Shift Left



The Shift Left command shifts the character in the edit window to the left one pixel. The leftmost column of pixels wraps around to the far right column.

This command remains dimmed and may not be used until at least one font is open.

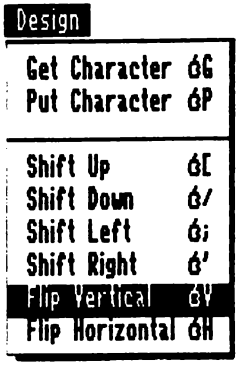
Shift Right



The Shift Right command shifts the character in the edit window to the right one pixel. The rightmost column of pixels wraps around to the far left column.

This command remains dimmed and may not be used until at least one font is open.

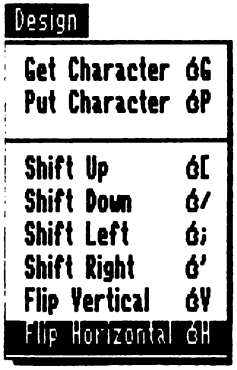
Flip Vertical



The Flip Vertical command reverses the way a character is displayed vertically on the screen. If a character is right-side up, it will appear upside-down after this command is selected, and vice-versa.

This command may be used only when there is at least one font open; it will otherwise remain dimmed.

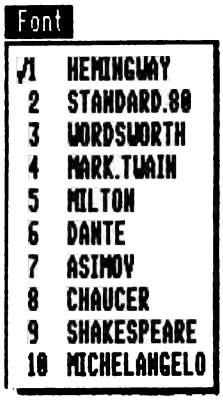
Flip Horizontal



The Flip Horizontal command reverses the way a character is displayed horizontally on the screen.

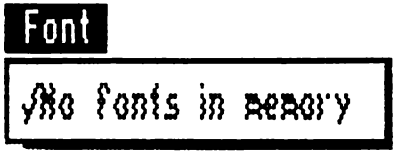
This command may be used only when there is at least one font open; it will otherwise remain dimmed.

The Font Menu



The Font Menu displays the names of the fonts currently open and allows you to select the font you wish to edit.

If you have not opened a font with the New or Open commands, you'll see the dimmed message

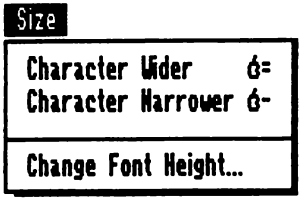


when you pull down the Font Menu.

When you have one or more fonts open, the names of all open fonts appear on the Font Menu in the order in which they were opened. The first font opened appears at the top, the second font opened appears next, etc. To the left of every fontname is the font's unique font number.

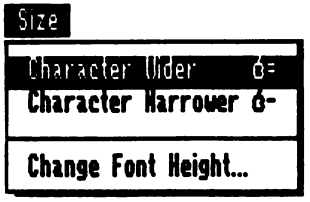
The font currently being edited is indicated by a check mark (√) immediately to the left of the fontname. Unless you choose a different font, the last font opened is the font currently being edited.

The Size Menu



The Size Menu provides you with commands to increase and decrease the width and height of characters in a font. The important difference between the commands which affect character width -- Character Wider and Character Narrower -- and the Change Font Height command is this: the commands affecting character width only change the width of the character in the edit window; the Change Font Height command changes the height and base line of the entire font.

Character Wider

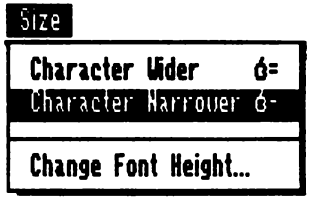


The Character Wider command increases the width of the character currently in the Edit window by one pixel.

This command may be used only when there is at least one font open; otherwise it appears dimmed on the Size Menu.

Characters can have a maximum width of 28 pixels. If you try to widen a character beyond 28 pixels, your Apple will beep and the menu bar will flash to remind you that you have reached the maximum width for the current character.

Character Narrower

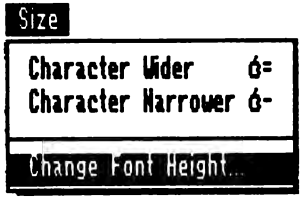


The Character Narrower command decreases the width of the character currently in the Edit window by one pixel.

This command may be used only when there is at least one font open; otherwise it will remain dimmed on the Size Menu.

Characters can have a minimum width of 1 pixel. If you try to make a character narrower than 1 pixel, your Apple will beep and the menu bar will flash to remind you that the character being edited is at the minimum allowable width and cannot be edited further.

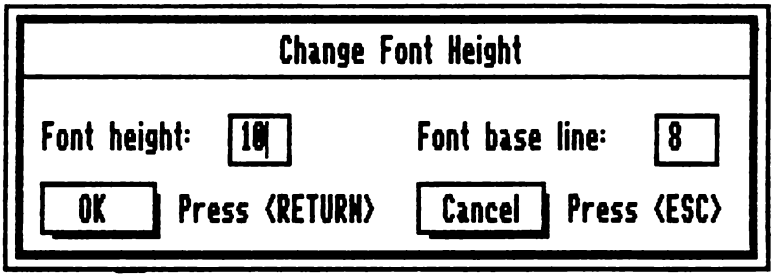
Change Font Height...



The Change Font Height command allows you to change the height and base line of the character currently in the Edit Window.

This command may be used only when there is at least one font open; otherwise it remains dimmed.

When you select the Change Font Height command, a dialog box appears.



The Change Font Height dialog box contains input bars for Font height and Font base line and buttons for OK and Cancel. A blinking insertion point appears in the Font height input bar.

The Font height input bar contains the font height of the character currently in the Edit Window, while the Font base line input bar contains the base line of the current Edit Window character. You can enter new height and base line specifications in the input bars by deleting the current values and entering new ones. You will only be allowed to enter numeric values.

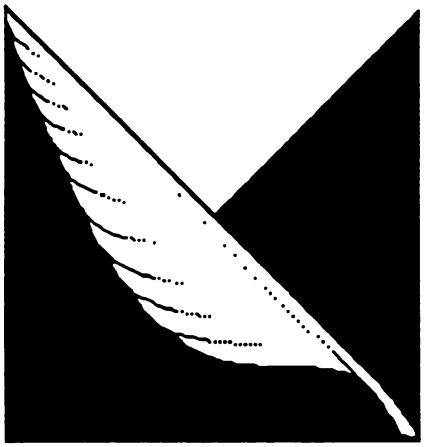
Characters in the same font can have different widths; when you change the font height, however, all characters in the font will share the same new height. Characters can have a maximum height of 28 pixels and a minimum height of 7 pixels. The base line value cannot exceed the font height. If you try to enter an illegal value, your Apple will beep and the menu bar will flash, and the value you entered will be replaced with the previous value.

To move the insertion point back and forth between the Font height input bar and the Font base line input bar:

- **If you're using a mouse**, place the pointer inside the input bar you wish to edit and click the mouse button.

- **If you're using keyboard controls**, use the ← and → keys or Tab and ⇧Tab to move the insertion point.

When you're satisfied with the specifications in the input bars, click on the OK button, or press the Return key if you're not using a mouse. Clicking on the Cancel button or pressing the Esc key cancels the operation.



Glossary

arrow
If you're using a mouse, the arrow is one of the three types of pointers used in MultiScribe. You use the arrow to choose commands from the menu bar, specify options, and activate the scroll bar.

ascent
The distance from the base line of a font to the top of the tallest character is called the ascent of that font.

base font
In FontEditor, the font which appears in the font window when you select the New command is called the base font, because you build upon it in creating new fonts.

buttons
Buttons are boxes which appear within a dialog box. When you "press" a button by clicking on it or pressing the designated keyboard equivalent, the action associated with the word which appears on the button is performed.

choosing
Confirming the currently selected command by clicking or pressing Return.

clicking
Depressing and then rapidly releasing the mouse button is referred to as clicking. You click in order to choose an option, place an insertion point in text, or to confirm an operation.

command
A MultiScribe command is any instruction you give MultiScribe to perform an operation or task.

current setting
The current setting is the the option currently chosen.

currently selected command
A command which appears highlighted on a menu.

cursor
The flashing vertical bar which marks the insertion point at which you can enter text. The cursor also marks the insertion point within a dialog box by appearing in selected input bars and causing selected option settings to flash.

descender
Certain lowercase letters, such as j and y, hang below the base line and are called descenders.

descent
The distance from the base line to the bottom of the lowest descender in a font is called the descent of that font.

dialog box
Dialog boxes appear inside the document window whenever you're performing an operation with MultiScribe which requires additional information, a choice of several options, or your approval before proceeding.

distinct word
In MultiScribe, a distinct word is any group of alphabetic characters separated from other alphabetic text by spaces, numbers, punctuation characters, or other special characters.

document
A MultiScribe document is any text and formatting you create at one time in MultiScribe. When you save a document, it becomes a file on disk and has a ProDOS filename.

document window
The "window" through which you view and edit your word processing documents.

dot matrix printer
A dot matrix printer forms characters by creating grids of 1/72 inch printed dots.

dots
FontEditor's edit window contains a character grid which consists of a matrix of filled and blank pixels. The filled pixels represent parts of the actual character being edited or created. For the purposes of this manual, the blank pixels which surround the font character will be referred to as dots. The editing process used in FontEditor involves changing dots into filled pixels and filled pixels into dots using the mouse or keyboard commands.

double-clicking
Quickly clicking the mouse button twice is a procedure used to select files and fonts from the file lists which appear in the scroll windows of some commands' dialog boxes.

dragging
Simultaneously pressing and moving the mouse in order to continuously select something (like text) or to choose a command from a menu.

file
Any information -- word processing document, data, application program -- stored in one place under one name on a volume (disk, hard disk, RAM drive).

font
A character set.

font height
The height of a font is the sum of the font's ascent and descent, or the distance from the top of the tallest character in the font to the bottom of the lowest descender. The font height determines the point size of the font.

font number
The unique number assigned to a MultiScribe font. Numbers 1 through 200 are reserved for fonts created by Styleware. If you create your own fonts with FontEditor you can give them numbers 201 through 254.

fontname
A name given to a MultiScribe font file.

highlight
When something -- text, a ruler, a filename -- is highlighted, it appears in inverse video on the screen. The parts of the highlighted material which normally appear light will appear dark, and vice versa.

I-beam
If you're using a mouse, the I-beam is one of the three types of pointers used in MultiScribe. You use the I-beam to set the insertion point and to select text in the document window for editing, deleting, and replacing.

input bars
Input bars appear in dialog boxes and allow you to type in information. When you click on an input bar with a mouse or move to the input bar using keyboard commands (arrows, Tab and ⇧Tab) an insertion point appears, allowing you to type.

insertion point
The place at which text is entered into your document, marked by the flashing vertical bar or cursor.

keyboard equivalents
Some MultiScribe commands can be executed without going to the menu by pressing the ⌘ key and a character key simultaneously; these commands with keyboard equivalents have the ⌘ and character keys to press specified to the right of each command on their respective menus.

kilobyte
Abbreviated as K, a kilobyte is equivalent to 1,024 characters including spaces. In the Save As, Open, and Delete dialog boxes the space remaining on the specified volume is displayed in K(kilobytes); in the About MultiScribe dialog box the amount of room in memory for MultiScribe documents is also specified in K.

menu bar
A horizontal bar at the top of your screen that contains the names of the pull-down menus from which you choose commands.

online
Commands and functions that you can choose directly from MultiScribe and that also don't require you to reboot in order to return MultiScribe are considered online.

operation
An operation, also called a task, is any word processing job performed by MultiScribe.

option
Frequently, choosing a MultiScribe command displays a dialog box where you are given a choice of several different ways a task can be performed. These choices are called options.

option line
In commands where it is necessary to choose from a variety of options, option lines appear in the command's dialog box. An option line is a line of option settings and/or input bars.

page content
The dimensions of the page length and the two margins are governed by what is called page content. The page content length restrictions are a maximum of 14" and a minimum of 3" for actual text. This is relevant to the Page Setup command from the File menu where you specify page lengths and margin sizes.

pixels
In FontEditor's edit window a character grid appears which consists of a matrix of filled and blank pixels. For the purposes of this manual, filled pixels, which represent parts of the actual font being created or edited, will be referred to simply as pixels. The blank pixels which surround these pixels will be referred to as dots. The editing process used in FontEditor involves changing pixels into dots and dots into pixels using the mouse or keyboard commands.

point size
A point is a typographic term for 1/72 of an inch. The point size is the height of a font in these increments of 1/72 of an inch; thus, a font 35 points high would have the value 35 as its point size.

pointer
If you're using a mouse, the pointer is a small shape on the screen that moves as you move the mouse. When you're creating text, the pointer takes the form of an I-beam and can be used to set the insertion point and also to select text for editing, deleting, and replacing. When some form of selection is required -- when you're on the menu bar, within a menu, or within a dialog box -- the pointer appears as an arrow. When MultiScribe performs an action which takes a few moments to complete, the pointer changes to an immoveable wristwatch which essentially functions to tell you to stand by.

pressing
Holding down the mouse button down when you want to effect a continuous action.

proportional spacing
MultiScribe fonts use proportional spacing, which means that character width and spacing are determined by the shape of a particular character.

scroll arrows
Small arrows on the top and bottom of the scroll bar, which, when pressed with the mouse pointer, scroll the document window continuously.

scroll bar
The column on the right side of the document window which contains a small box called a thumb which you drag up and down to scroll a document up and down.

scroll down
When you scroll down you move up in the document.

scroll up
When you scroll up you move down in the document.

scroll window
In commands where it is necessary for you to have access to files or fonts, a dialog box appears containing a box -- the scroll window -- with lists of files or fonts which you can scroll up and down with the mouse or arrow keys to select and deselect the items contained on them.

select
To choose something to be the object of a command. You select text for editing, cutting, copying, or deleting by highlighting it in the document window. In those dialog boxes that include scroll windows, you select items in the scroll window for deletion, removal and installment by highlighting them. In dialog boxes that include option settings you select options by clicking on them with the mouse or pressing Return.

task
A task or operation is any word processing job performed by MultiScribe.

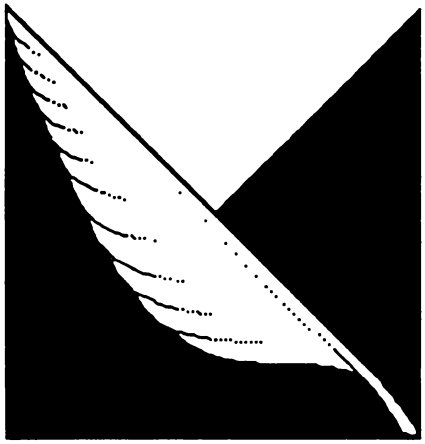
thumb
The thumb is dragged within the scroll bar in order to move up and down in a document. The number of the page displayed in the document window appears in the thumb.

toggle
A toggle is an on/off switch. The Esc key is a keyboard equivalent of a toggle since it can be used to activate and deactivate the menu bar; the Select/Deselect buttons in some dialog boxes can also be looked on as toggles.

word wrap up
When you're deleting text and the number of characters to the left of the insertion point equals the number of spaces available for characters at the end of the line above, the characters to the left of the insertion point and the insertion point move up to the end of the line above; this is called word wrap up.

word wraparound
Word wraparound is a word processing feature that automatically moves the insertion point and the word that you're typing from the right margin to the beginning of the next line when you delete to the left margin.

wristwatch
If you're using a mouse, the wristwatch is one of the three types of pointers used in MultiScribe. The wristwatch appears when MultiScribe performs an action which takes a few moments to complete.



MultiScribe Appendices

Appendix A: Using MultiScribe with AppleWorks™

Because both MultiScribe and AppleWorks allow you to save documents as ASCII text files, documents from the two programs can be exchanged. If you use both programs frequently, you'll really appreciate this mutual compatibility. You can make copies of your old AppleWorks documents, save the copies as ASCII text files, and read these text files with MultiScribe. You can then use MultiScribe to stylize your old AppleWorks files -- by selecting text and changing fonts, sizes, styles, and formatting.

In much the same way, you can save MultiScribe files and then use these files with AppleWorks to do spell checking and mail merge. Of course, your documents will lose font, style, size, and other special MultiScribe features when they're saved as ASCII text files.

To Use AppleWorks Files with MultiScribe

1. **Start up AppleWorks.**
2. **Choose option 1, "Add files to the Desktop," from the AppleWorks Main Menu.**
3. **Use the commands on the Add Files Menu to read an AppleWorks file from disk or make a new word processor file.**
4. **Once you've read your document from disk or created a new one, press ⌘P to choose the Print command.**
5. **Choose the last option on the Print Menu, *Printing from "A text (ASCII) file on disk"*, to save your document as an ASCII text file on disk.**
6. **Start up MultiScribe and use the Open command to read the text file you've just created with AppleWorks.**

Once you've read the text file into the MultiScribe document window, you can use all the MultiScribe commands to customize the text file and save it as a MultiScribe document file on disk.

To Use MultiScribe Files with AppleWorks

1. **Start up MultiScribe.**
2. **Read a document file from disk with the Open command or create a new one by entering text.**
3. **When you've finished modifying your document, choose the Save As command from the File Menu.**
4. **A dialog box appears to let you specify the path and filename under which you want to save your document. Choose the ASCII text option setting to save the text as an ASCII text file. For more information on this command, see "Save As" in Chapter 4, "MultiScribe Reference."**
5. **Start up AppleWorks.**
6. **Choose option 3, "Make a new file for the: Word Processor," from the Main Menu.**
7. **Choose option 2, "Make a new file: From a text (ASCII) file," from the Word Processor Menu.**
8. **Type in the pathname and filename under which you saved your document.**
9. **Type in a name for the new file.**

Once you've read the text file from disk, you can treat it as you would any other AppleWorks document.

Appendix B: Using MultiScribe with Other Word Processors

As with AppleWorks, you can use other word processor files with MultiScribe, provided the document files created by the word processor are, or can be saved as, ASCII text files. If the text files created by the word processor are DOS 3.3 text files and not ProDOS, use the DOS to ProDOS conversion utility on the **ProDOS User's Disk** (option C on the Main Menu) to convert the files to ProDOS.

In the same fashion, ASCII text files created by MultiScribe can be used by any word processor which can read them.

To Use a File from Another Word Processor with MultiScribe

1. **Save the document as an ASCII text file using whatever commands the word processor requires.**
2. **Start up MultiScribe.**
3. **Choose Open fom the File Menu and read the ASCII text file into the MultiScribe Document Window.**

To Use a MultiScribe File with Another Word Processor

1. **Save the document as an ASCII text file using the Save As command on the File Menu.**
2. **Start up the other word processor.**
3. **Read the ASCII text file you've just created using the appropriate commands from your word processor.**

Appendix C: MultiScribe File/Disk Organization

If you're using a 5 1/4" drive, both sides of your MultiScribe disk have the volume name /MULTISCRIBE. The program does not require this volume name to run; however, both sides of the disk must have the same volume name.

To the right is a list of the files on the two sides of your MultiScribe disk.

Side 1

Filename	Type	Number of Blocks
PRODOS	SYS	32
MS. SYSTEM	SYS	19
MULTISCRIBE.1	$00	71
FONT.EDITOR	$00	63
FED.SYSTEM	SYS	3

Side 2

Filename	Type	Number of Blocks
MULTISCRIBE	$00	157
CLIPBOARD.FILE	$00	(The size of this file varies with the size of material you cut or copy to the Clipboard.)
HEMINGWAY	FNT	4
STANDARD.80	FNT	4
WORDSWORTH	FNT	5
MARK.TWAIN	FNT	6
MILTON	FNT	5
DANTE	FNT	6
ASIMOV	FNT	6
CHAUCER	FNT	6
SHAKESPEARE	FNT	8
MICHELANGELO	FNT	8

NOTE: If you catalog the disk from BASIC, the type for FNT files is $07.

Appendix D: ProDOS Pathnames and Filenames

ProDOS treats entire disks and hard disks as **volumes**. Each ProDOS volume must have a name. Volume names must:

- **begin with a slash ('/'), followed by a letter;**
- **contain only letters, numbers, or periods;**
- **contain no spaces or characters other than periods;**
- **contain 15 characters or less, not including the slash.**

Each volume can contain **files** and **directories**. A filename is a name given to a file. A file is any information -- application program, word processing text, spreadsheet data -- stored in one place under one name on a volume. The rules for naming filenames are the same as those for naming volumes, except that you don't have to precede a filename with a slash when you're using the MultiScribe Save and Open commands.

A directory is also a file, but it is a file used to organize and keep track of other files. Directories can contain other directories, in which case they are called subdirectories. You can use both directories and subdirectories to organize your MultiScribe files on disk. Directories and subdirectories are separated by a slash. The rules for naming directories are the same as those for naming volumes.

A **pathname** consists of the volume name, followed by any number of subdirectory names, followed by the filename.

For more information on ProDOS files, see the **ProDOS User's Manual**, published by Apple Computer, Inc.

Appendix E: Keyboard Commands

Keyboard Mouse

The Keyboard Mouse uses keyboard controls to imitate the action of a mouse.

To pull down menus:

1. **Press Esc to activate the menu bar.**
   The menu bar is activated and the last menu you looked at is pulled down.

2. **Press the ← and → keys to choose a menu on the menu bar.**

3. **Press the ↑ and ↓ keys to select a command on the selected menu.**
   Pressing the up and down arrow keys moves the command selector from command to command on a menu, highlighting each command in turn. When a command is highlighted, it is the selected command.

4. **Once a command is selected, press Return to choose the command.**
   When you select a command and press Return, the task associated with the command is performed.

To select text:

1. **Set the insertion point at the place in text where you want to start the selection.**

2. **Holding down the ⌘ or ⌥ key, press the appropriate arrow keys to select the desired text, page breaks, or rulers.**

3. **Perform any action you want on the selected text.**

Appendix E: Keyboard Commands

Apple Key Equivalents for Commands

Command	Keyboard Equivalent	Function	To Remember
File Menu			
New	⌘N	Opens a new, empty document in the document window.	New
Open...	⌘J	Opens a file, reading it from disk into memory and displaying it in the document window.	Unlike D and O, like C and U, J is an open character.
Save	⌘S	Saves a file to disk.	Save
Save As...	⌘A	Saves a document to disk under a specified filename and pathname.	Save As
Delete	⌘D	Deletes files from a specified path.	Delete
Print...	⌘P	Produces a printed copy of the current document.	Print
Quit	⌘Q	Quits MultiScribe.	Quit
Edit Menu			
Cut	⌘X	Cuts selected text and places it in the Clipboard.	Selected text is X-ed out.
Copy	⌘C	Copies selected text to the Clipboard.	Copy
Paste	⌘V	Inserts or "pastes" contents of the Clipboard.	V is a copyreader's mark for "insert material at this point"
Select All	⌘Z	Selects all of the current document.	Select all text, A to Z.

Appendix E: Keyboard Commands

Apple Key Equivalents for Commands

Command	Keyboard Equivalent	Function	To Remember
Search Menu			
Find	⌘F	Finds each occcurrence in a document of the specified text.	Find
Replace	⌘R	Replaces specified word or words with other specified text.	Replace
Goto Page #	⌘G	Moves the insertion point to the top of the specified page.	Go to Page #
Format Menu			
Insert Ruler	⌘Y	Places a ruler in text at the insertion point.	Y is similar to V, a copy reader's mark for "insert here."
Show/Hide Rulers	⌘M	Displays/Hides rulers.	Rulers are instruments for Measurement.
Insert Page Break	⌘-	Inserts a page break at the insertion point.	The - character looks like the dashed line representing the page break on the screen.
Set Page #	⌘=	Sets the number of the first page in the document, renumbering all subsequent pages accordingly.	Set page number equal to (=) the specified number.

Appendix E: Keyboard Commands

Apple Key Equivalents for Commands

Command	Keyboard	Function Equivalent	To Remember
Style Menu		Sets the style of selected text or text at the insertion point to:	
Plain	⌘T	Plain	Plain Text
Bold	⌘B	Bold	Bold
Italics	⌘I	Italics	Italics
Underline	⌘U	Underline	Underline
Shadow	⌘W	Shadow	ShadoW
Outline	⌘O	Outline	Outline
Inverted	⌘E	Inverted	InvErted
Subscript	⌘L	Subscript	Lower
Superscript	⌘H	Superscript	Higher

Apple Key Commands Not On A Menu

	⌘1 – ⌘9	Places the cursor at a place in text relative to the number key pressed. For example, ⌘1 takes you to the beginning of a document, ⌘5 takes you to the middle, ⌘9 takes you to the end, etc.	Works like relative cursor positioning in **AppleWorks**.
	⌘, /⌘<	Scrolls one screen down, or backward.	The < character points backward.
	⌘. /⌘>	Scrolls one screen up, or forward.	The > character points forward.

Appendix F: Using MultiScribe with a Hard Disk Drive or a 3.5-Inch Drive

Using MultiScribe with a Hard Disk Drive

To use MultiScribe with a hard disk drive, your hard drive must be ProDOS-compatible and have ProDOS installed. Consult your hard drive user's manual to determine whether your drive can be configured to run under ProDOS.

Use the Filer utility on your ProDOS User's Disk to copy all the files on Side 1 and Side 2 of your MultiScribe disk to the ProDOS directory of your choice. We suggest that you create a separate directory for MultiScribe; for example, a good name for this directory would be "/HARD1/MULTISCRIBE." You should copy all of the files on Side 1 to this directory first, followed by all the files on Side 2.

To run MultiScribe from the hard drive, you must first use the ProDOS PREFIX command to set the pathname to the directory on your hard drive which contains MultiScribe. Using the suggested directory name above, for example, you would type in the following command from BASIC:

]PREFIX /HARD1/MULTISCRIBE

Next, you should execute the file MS.SYSTEM. From BASIC you would type this command:

]-MS.SYSTEM

WARNING: DO NOT RENAME ANY FILES FROM THE MULTISCRIBE DISK.

Using MultiScribe with a 3.5-Inch Drive

To use MultiScribe with a 3.5-inch disk drive, use the Filer utility on your **ProDOS User's Disk** or your **Apple System Utilities Disk** to copy the files from your 5.25-inch disk to a blank, formatted 3.5-inch disk. You should copy all the files on Side 1 to the 3.5-inch disk first, followed by all the files on Side 2. Be careful to copy the files one at a time, and in the order in which they appear on disk when cataloged.

Appendix G: Printers and Printer Interface Cards Supported by MultiScribe

Printers Supported By MultiScribe

Apple Imagewriter
Epson FX, MX, RX
Star Micronics Gemini 10x, ST-10
Okidata 92 (IBM), Okidata 92 (Standard), 93, 192, 193
Apple DMP
Apple Scribe
C. Itoh Prowriter/NEC 8023
Brother

Printer Interface Cards Supported By MultiScribe

Apple Super Serial Card/IIc Serial Port
Apple II Parallel
Grappler +/Parallel
Grappler +/Serial
Orange Interface, Grappler
Old Grappler (Before 1984)
Practical Peripherals/Parallel
Practical Peripherals/Serial
Practical Peripherals/Microbuffer II
Videx Uniprint
Videx PSIO/Parallel
Videx PSIO/Serial
Prometheus Graphitti
Prometheus Versacard/Parallel
Prometheus Versacard/Serial
Happicard
Fourth Dimension
Mountain CPS/Parallel
Mountain CPS/Serial
Okidata Plug and Play/Graphics On
Okidata Plug and Play/Graphics Off
Perisoft Printerlink
Perisoft Messenger
PKASO
Microtek RV-611C
Microtek Dumpling GX
Microtek Dumpling 64
Microtek SV-622C-Serial
Tymac PPC 100, Tackler
Micromax Printmax
Micromax Graphmax
TexPrint Printit
Spies Super-MX (Niceprint)
SSM Appic
SSM ASIO
Epson APL
ALS Printermate
Star Micronix Graphstar
Old Star Micronix Graphstar
Thirdware Fingerprint/Serial
Thirdware Fingerprint/Parallel
Old Thirdware Fingerprint/Parall
Wizard IPI
Laser 128 Ports
Automatic Ice

Appendix H: MultiScribe Font Specifications

MultiScribe reserves the font numbers 1-200 for MultiScribe fonts created by StyleWare. When creating your own fonts, assign them font numbers greater than 200 and less than 255. Unnumbered fonts are given the number 0. Font numbers for fonts on a volume are displayed next to the names of the fonts in the FontEditor Open command dialog box and on the FontEditor Font Menu.

This appendix lists the fontnames, numbers, and point sizes for the fonts on your MultiScribe disk, and includes example characters from each font. Please use the additional spaces provided for recording font information for any additional fonts you create or purchase.

For more information on fonts and font numbers, "About MultiScribe Fonts," in Chapter 5 of **The MultiScribe User's Manual** for MultiScribe Version 2.0.

.Font	No.	Pt. Size	Example
Hemingway	1	8	ABCdef456@$%
Standard.80	2	10	ABCdef456@$%
Wordsworth	3	12	ABCdef456@$%
Mark.Twain	4	11	ABCdef456@$%
Milton	5	12	ABCdef456@$%
Dante	6	12	ABCdef456
Asimov	7	14	ABCdef456@
Chaucer	8	12	ABCdef456
Shakespeare	9	14	ABCdef456
Michelangelo	10	12	

Appendix I:
Using MultiScribe with a RAM Drive

Introduction

One of the great benefits of extended memory cards such as Apple's Memory Expansion Card, Applied Engineering's RamWorks,™ and Checkmate Technology's MultiRam™ is the capability of such cards to install RAM drives. Loaded into and executed from a RAM drive, a program such as MultiScribe runs many times faster than normal. If you own one of the extended memory cards mentioned above, you can create a RAM drive and use it to make MultiScribe faster and more powerful.

To use MultiScribe with a RAM drive you must do two things:

1) you must **install** the RAM drive;
2) you must **load** MultiScribe into the RAM drive.

These two procedures are explained below.

Step 1: Installing The RAM Drive

The first step requires the most effort on your part. You should consult the user manual provided with your extended memory card for detailed instructions on setting up a RAM drive with your card; this appendix will only provide brief instructions for using the three cards mentioned above.

If you're using an Apple II Memory Expansion Card, you don't even have to install the RAM drive -- MultiScribe automatically detects the Apple card and treats it as a RAM drive. You're ready to go on to step 2.

If you're using an Applied Engineering RamWorks™ card, boot side 1 (the ProDOS side) of the **Super AppleWorks Desktop Expander** disk, which was provided with your RamWorks card. A Main Menu screen appears. Choose option 4, "ProDrive options menu," from the Main Menu. The ProDrive Menu appears. Choose option 1, "Install ProDrive (tm)," from the ProDrive Menu. A RAM drive is created, and a message, "ProDrive Installed," appears on the screen, along with the Apple BASIC "]" prompt. To the right of the "]" prompt, type in the following: PREFIX /MULTISCRIBE. Place side 1 of your MultiScribe disk in the drive from which you wish to run MultiScribe. If you're using a one-drive system, remove your RamWorks Utilities disk from the drive and replace it with side 1 of the MultiScribe disk. Press Return. Again the "]" prompt appears. Type in the following: -MS.SYSTEM. The MultiScribe title screen appears. Turn over the disk and press Return.

You're now ready to continue with Step 2.

RamWorks and ProDrive are trademarks of Applied Engineering, Inc. MultiRam and MultiDrive are trademarks of Checkmate Technology, Inc.

For additional information on installing a RAM drive with RamWorks, see Chapter 5 (pp.13-24), "RamWorks II RamDrive,™" in the **RamWorks II User's Manual**, published by Applied Engineering, Inc.

If you're using a Checkmate Technology MultiRam™ card, boot side 2 (MultiRam Utilities side) of the **MultiRam AppleWorks Memory Expander and Utilities** disk. A Main Menu screen appears. Choose option 3, "Install MULTIDRIVE.PRO (ProDOS RAM disk)" from the Main Menu. A second menu, titled "MULTIDRIVE.PRO," appears. Choose option 1, "Install MultiDrive.PRO," from this menu.

When the RAM drive is created, a message appears on the screen, asking if you want to "Run the FILER now (Y/N) ?" Answer no by pressing N. The Apple BASIC "]" prompt appears. To the right of the "]" prompt, type in the following: PREFIX /MULTISCRIBE. Place side 1 of your MultiScribe disk in the drive from which you wish to run MultiScribe. If you're using a one-drive system, remove your MultiRam Utilities disk from the drive and replace it with side 1 of the MultiScribe disk. Press Return. Again the "]" prompt appears. Type in the following: -MS.SYSTEM. The MultiScribe title screen appears. Turn over the disk and press Return.

You're now ready to continue with Step 2.

For additional information on installing a RAM drive with MultiRam, please consult Chapter 5, "RAM Disk Emulation", in the **Preliminary Manual For The MultiRam Card**, published by Checkmate Technology, Inc.

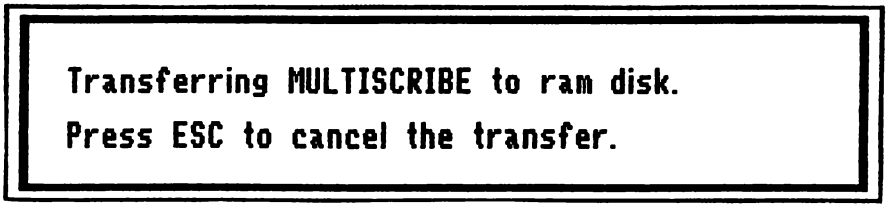
Step 2: Loading MultiScribe Into The RAM Drive

Once you've installed the RAM drive and started up MultiScribe, the menu bar is displayed and a dialog box appears, telling you that a RAM drive has been detected (as well as its slot and drive location) and asking if you want MultiScribe loaded into it.

If you click on the Cancel button or press Esc to cancel, MultiScribe ignores the RAM drive. If you press Return or click on the OK button to load MultiScribe, the fonts are loaded into the RAM drive, and a message appears, telling you that MultiScribe is transferring your fonts to the RAM drive.

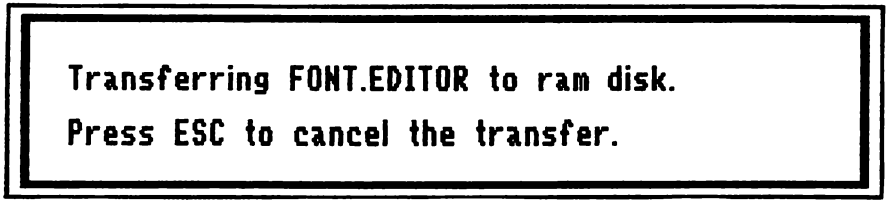
If you press Esc while the fonts are being loaded, MultiScribe stops loading the fonts and continues booting normally. When MultiScribe needs to access fonts, it looks for them on the MultiScribe disk and not in the ram drive. If you don't press Esc while the fonts are loading, MultiScribe looks for the fonts on the ram drive.

After the fonts have been transferred to the RAM drive, the MultiScribe program is loaded into the RAM drive, and this message appears:



If you press Esc after the fonts have been loaded into the RAM drive but before the MultiScribe program is loaded into the RAM drive, MultiScribe stops loading the program into the RAM drive. When it needs to read program overlays or write to the Clipboard, MultiScribe accesses the physical disk drive on which the MultiScribe program is located. If MultiScribe needs to access fonts, however, it looks for them on the RAM drive.

If you don't press Esc, MultiScribe is loaded into the RAM drive, and MultiScribe reads the RAM drive when it needs to load program overlays and write to the Clipboard. MultiScribe begins loading the FontEditor program into the RAM drive next, and a message to that effect appears:



If you press Esc while the FontEditor program is being loaded, MultiScribe looks for fonts and the MultiScribe program in the RAM drive, but looks for FontEditor on the physical disk drive on which the program disk is located. If you don't press Esc, all three major portions of the program are loaded into the RAM drive and the program reads from and writes to the RAM drive as if it were a physical disk drive.

When you use a RAM drive, you should be aware of three possible pitfalls:

1) You shouldn't use the Printer Setup command while using MultiScribe with a RAM drive. If you Store (Ó S) the setup specifications with MultiScribe running on a RAM drive, the specifications are not written to a physical disk and will be lost when you turn off your Apple. The same is true of any files saved to the RAM drive path.

2) If you load the fonts and MultiScribe into the RAM drive but not the FontEditor program and leave MultiScribe to go to the FontEditor, use the FontEditor, and then later return to MultiScribe, you'll have to reload the fonts and MultiScribe back into the RAM drive when you return to MultiScribe.

3) If you make changes to fonts with the FontEditor in the RAM drive, save the font to a physical disk with the Save As command. If you just use the Save command, you'll only save the font to the RAM drive and it will be lost when you turn off your Apple.

For more information on using a ram drive with MultiScribe, see Appendix J, "Configuring Your MultiScribe Disk For RAM Drive Auto-Install."

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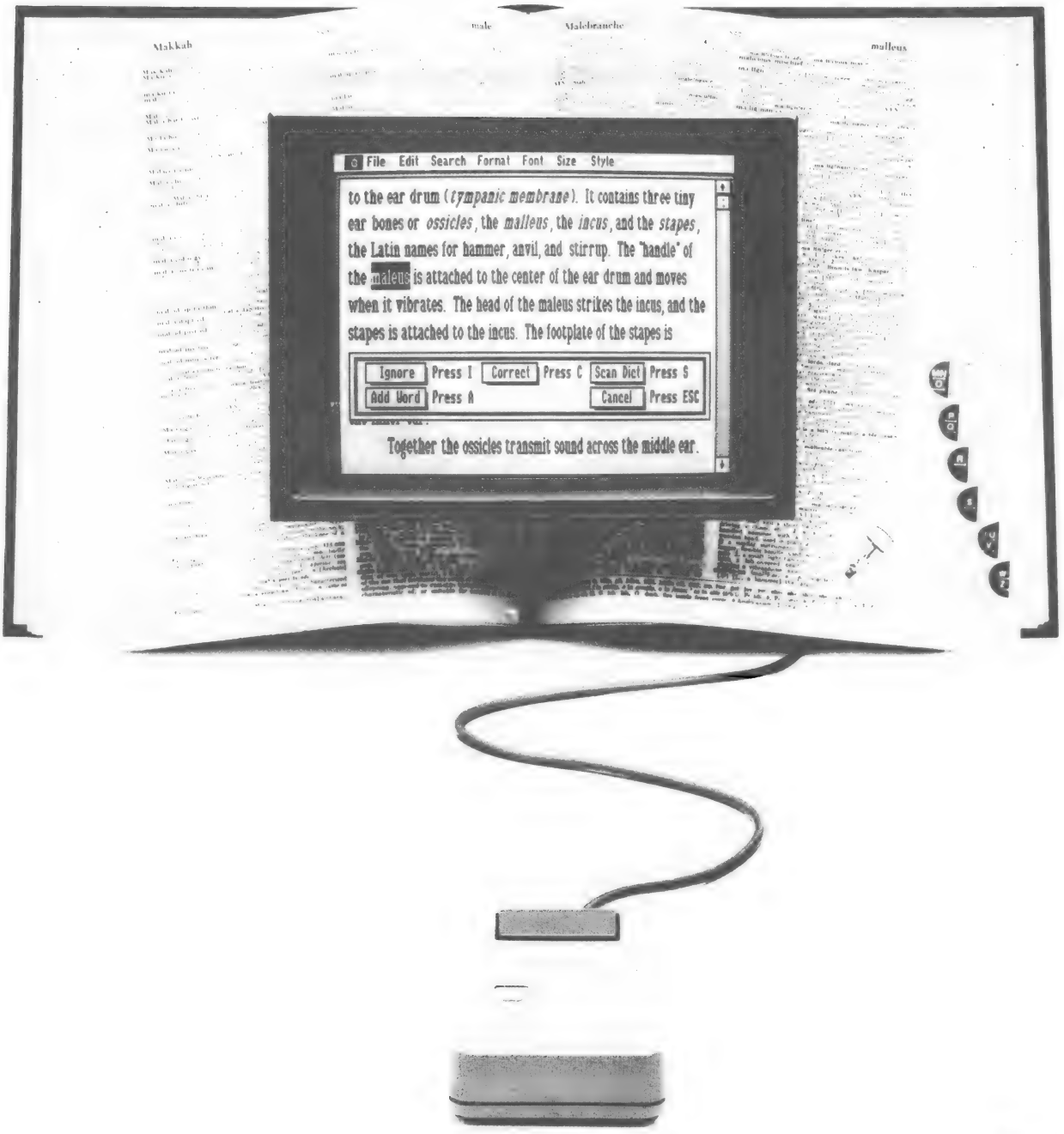
File Edit Search Format Font Size Style
to the ear drum (tympanic membrane). It contains three tiny ear bones or ossicles, the malleus, the incus, and the stapes, the Latin names for hammer, anvil, and stirrup. The "handle" of the maleus is attached to the center of the ear drum and moves when it vibrates. The head of the maleus strikes the incus, and the stapes is attached to the incus. The footplate of the stapes is
Ignore Press I
Correct Press C
Scan Dict Press S
Add Word Press A
Cancel Press ESC
Together the ossicles transmit sound across the middle ear.

MultiScribe™ SPELL CHECKER

StyleWare, Inc.

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Introduction

Frustrated by typos? MultiScribe Spell Checker provides the convenience of on-line spell checking to your MultiScribe version 2.0 word processing package. With Spell Checker you can check for and correct misspellings at any time during a word processing session. Power and flexibility are guaranteed with these MultiScribe Spell Checker features:

- ☐ A 50,000-word main dictionary
- ☐ As many individual user dictionaries as desired
- ☐ The ability to edit user dictionaries directly

About This Manual

This manual provides step-by-step procedures for:

- ☐ Installing your MultiScribe Spell Checker
- ☐ Using the three main functions of your MultiScribe Spell Checker:
  - — Spell checking a document
  - — Editing a user dictionary
  - — Setting up dictionary pathnames

In addition to this information, an appendix has been included that discusses additional installation considerations.

This manual assumes that you're familiar with the basic features of MultiScribe 2.0 and how to use them. You'll also need to know about some basic system functions such as formatting a disk, making backups, etc. If this is not the case, you'll want to return to the appropriate manuals and brush up on those subjects before continuing here.

Like most MultiScribe features, Spell Checker is so easy to use that you may want to go ahead and experiment with it on your own. When you run into a question, check with the manual. It's usually organized according to function, so the answer should be easy to find.

Spell Checker is preinstalled on your MultiScribe disk but should you ever want to remove it, installation procedures are included for your convenience.

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What You Need

To use MultiScribe Spell Checker you'll need:

- ☐ One of the following:
  - — An Apple IIc computer
  - — An Apple IIe computer with an extended 80-column card
- ☐ Your working copy of MultiScribe 2.0 (which may be installed on a hard disk drive)
- ☐ Blank ProDOS-formatted diskettes

Backing Up

You should make two backup copies of both sides of the Spell Checker program disk. To make these backups, you can use one of the following utilities:

- ☐ The Copy Volume or the Copy Files command on the *ProDOS User's Disk*
- ☐ The Copy Files command on the *Apple II System Utilities* disk
- ☐ The COPY command in the *COPY II Plus* utilities published by Central Point Software, Inc.

When you've finished making your backup copies, store your program disk and one of the backup copies in a safe place. Use your other backup copy to prepare your working copy as described on the next two pages.

Preparing Your Working Copy

Before you install your Spell Checker package, you must prepare a working copy of the program files and dictionaries on a disk drive that MultiScribe can access during a session. Ideally, you would like to be able to copy all your Spell Checker program files and dictionaries to the same disk that contains your MultiScribe program files. In some cases, however, this may not be possible.

Fortunately, MultiScribe is flexible enough to handle just about any likely combination of disk drives:

- ☐ 5.25-inch disk drives
- ☐ 3.5-inch disk drives
- ☐ Hard disk drives

The following sections contain some general guidelines for preparing a working copy of Spell Checker for different types of disk drives. Exactly how you'll prepare your working copy depends upon the type of disk drives your system has as well as the particular copy utility you're using.

If You're Using 5.25-inch Drives

The limited formatted capacity of Apple's 5.25-inch disks can pose something of a problem for some Spell Checker users.

- ☐ If your Apple has two or more drives, copy your Spell Checker program files to your document disk and keep your dictionaries on a separate disk. If you use more than one document disk, you'll need to place a copy of your Spell Checker program files on each disk.

- ☐ If your Apple has a single disk drive, you'll have no alternative but to swap disks each time MultiScribe needs to access either the Spell Checker program files or dictionaries.

If You're Using 3.5-Inch Disk Drives

Users of 3.5-inch drives should have no problem copying all the Spell Checker program files and dictionaries onto a MultiScribe program disk. If you prefer, you may wish to copy them to their own subdirectory as a means of keeping the contents of your disk organized.

TIP

For specific information about creating a subdirectory for your Spell Checker files, refer to the *Apple ProDOS User's Manual* and the *Apple ProDOS User's Disk.*

It will be necessary, however, to remember to include copies of your Spell Checker program files and dictionaries every time you create a new MultiScribe program disk.

If You're Using a Hard Disk Drive

Using a hard drive is the most convenient situation of all. Create a directory on the volume where your MultiScribe program files reside and copy the Spell Checker program files and dictionaries to that directory.

Beginning the Installation

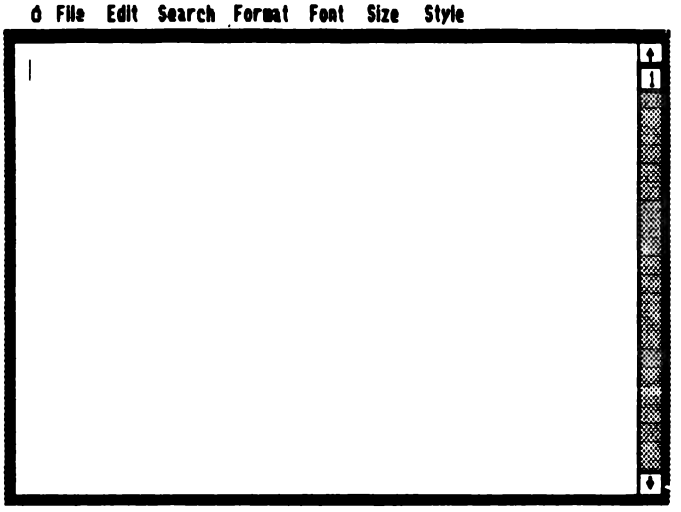
Although the Spell Checker program has been preinstalled on your MultiScribe disk, the following installation information has been included for your convenience should you decide to remove Spell Checker and need to reinstall it at a later date.

The installation information you're required to enter tells MultiScribe where to look for the Spell Checker program files when you request them during a word processing session.

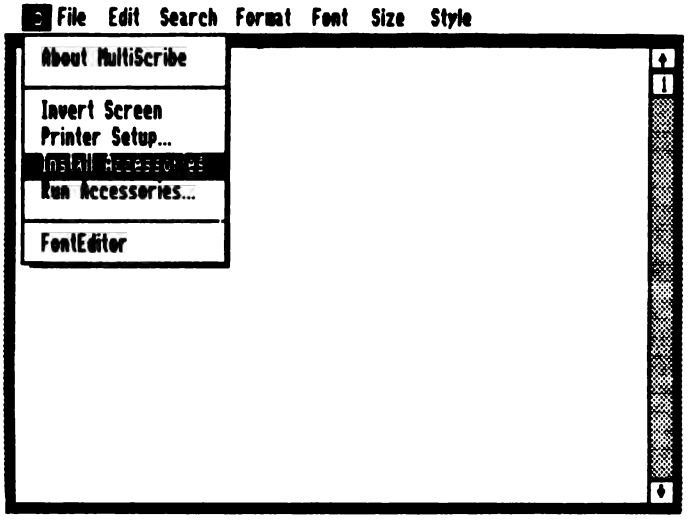
To begin the installation procedure, follow these steps:

① **Start up MultiScribe according to the instructions in the *MultiScribe User's Manual.***

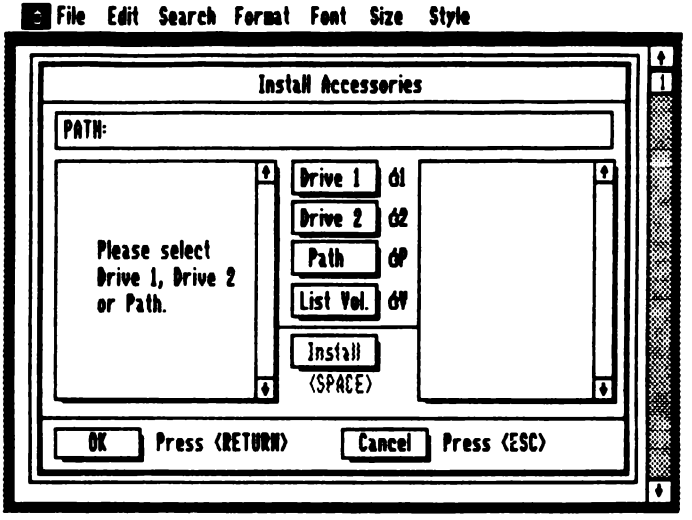
MultiScribe responds by displaying the document window:



② **From the Menu, choose the Install Accessories command:**



MultiScribe responds by displaying a dialog box:



③ **Continue the installation by following the appropriate procedure in the remaining pages in this chapter depending on whether you're using the mouse or the keyboard.**

TIP

If you're a little shaky on the meaning of terms such as *pathname* and *volume*, now would be a good time to renew your acquaintance with your *ProDOS User's Manual*.

Installing Spell Checker: Using the Mouse

To continue the installation of Spell Checker using the mouse, follow these steps:

① **Tell MultiScribe the volume on which your Spell Checker program files are located according to these guidelines:**

☐ If your Spell Checker program files are on your MultiScribe program disk, click the Drive 1 button.

☐ If your Spell Checker program files are on your document file disk, click the Drive 2 button.

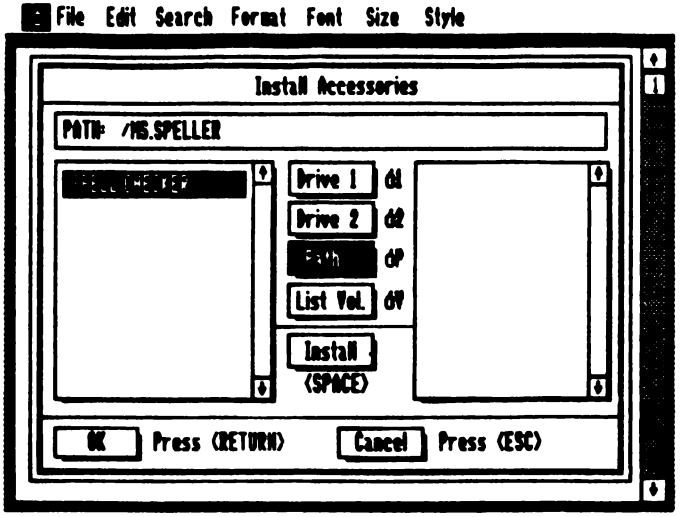
☐ If your Spell Checker program files are located in a separate directory on either a 3.5-inch drive or on a hard disk drive, click the Path input box or the Path button and enter the pathname of the directory.

☐ If you've forgotten the pathname of the directory, click the List Vol. button to show the available volumes. Double-click the volume name where you think the Spell Checker program files are located and MultiScribe displays all the directories on that volume.

TIP

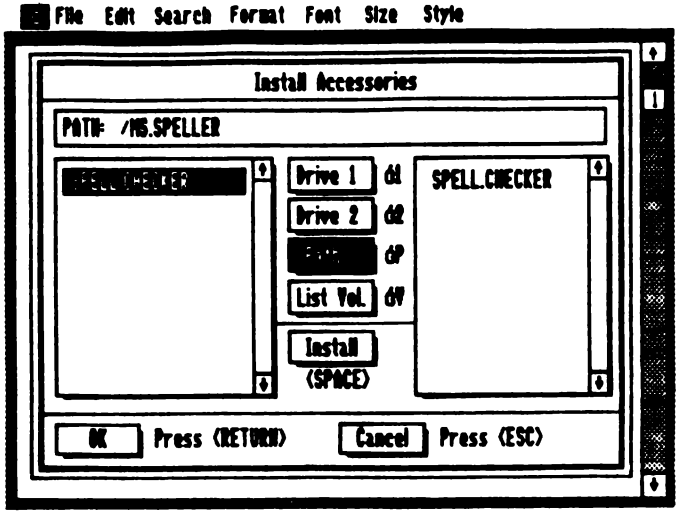
If your Apple has both 5.25-inch and 3.5-inch drives, refer to "Appendix A: Combining 5.25-Inch and 3.5-Inch Disk Drives."

When you've entered the correct drive or pathname for the location of the Spell Checker program files, MultiScribe displays Spell Checker as available for installation in the list box on the left:



② **Install Spell Checker by double-clicking its name in the list, or by clicking the Install button.**

MultiScribe responds by installing Spell Checker:



③ **Go to the section entitled "Completing the Installation."**

Installing Spell Checker: Using the Keyboard

To continue the installation of Spell Checker using the keyboard, follow these steps:

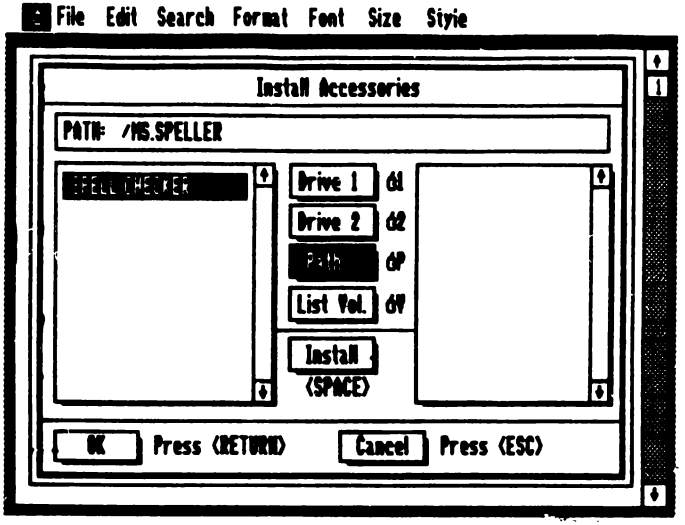
① **Tell MultiScribe the volume on which your Spell Checker programs are located according to these guidelines:**

- ☐ If your Spell Checker program files are on your MultiScribe program disk, indicate drive one by pressing ⌘1.
- ☐ If your Spell Checker program files are on your document file disk, indicate drive two by pressing ⌘2.
- ☐ If your Spell Checker program files are located in a separate directory on either a 3.5-inch disk drive or on a hard disk drive, press ⌘P and enter the pathname of the directory.
- ☐ If you've forgotten the pathname of the directory, press ⌘V to show the available volumes and use the ↑ and ↓ keys to choose the volume name where you think the Spell Checker program files are located. Press the space bar and MultiScribe displays all the directories on that volume.

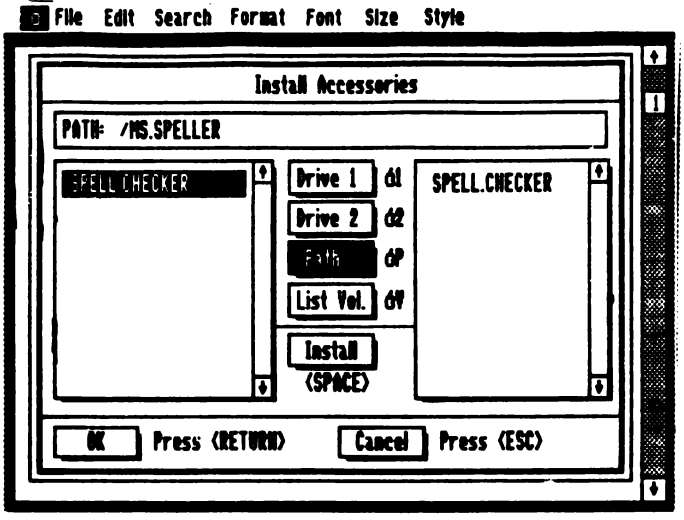
TIP

If your Apple has both 5.25-inch and 3.5-inch drives, refer to "Appendix A: Combining 5.25-Inch and 3.5-Inch Disk Drives."

When you've entered the correct drive or pathname for the location of the Spell Checker program files, MultiScribe displays Spell Checker as available for installation in the list box on the left:



② **Install Spell Checker by pressing the space bar.**
MultiScribe responds by installing Spell Checker:

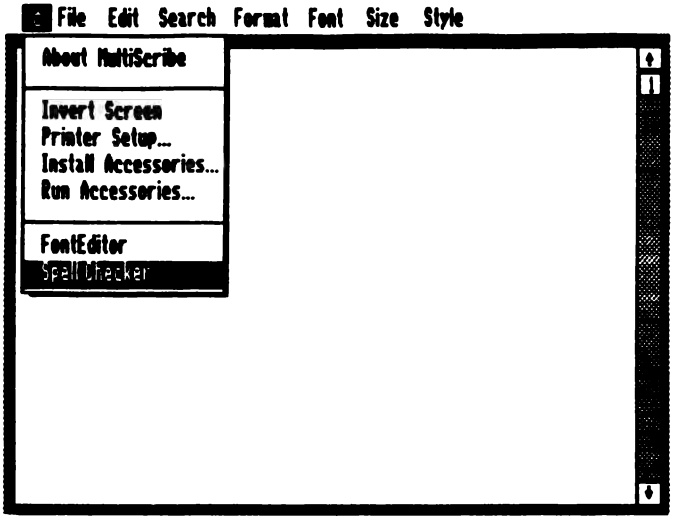


③ **Go to the section entitled "Completing the Installation."**

Completing the Installation

① Complete the installation by clicking the OK button or by pressing Return.

MultiScribe saves the installation information and returns to the document window. You can check that the installation was successful by seeing if Spell Checker is listed on the Menu:



Now that you've installed Spell Checker, you can go on to Chapter 2, "Using Spell Checker." In Chapter 2 you'll learn how to spell check a document, scan the main dictionary, set up and edit dictionaries of your own, and much more.

TIP

Spell Checker isn't listed on the Menu? Remember, the Menu only displays a total of seven accessories, including application accessories such as FontEditor.
To display a list of all installed accessories, use the Run Accessories command.

Chapter Two: Using Spell Checker

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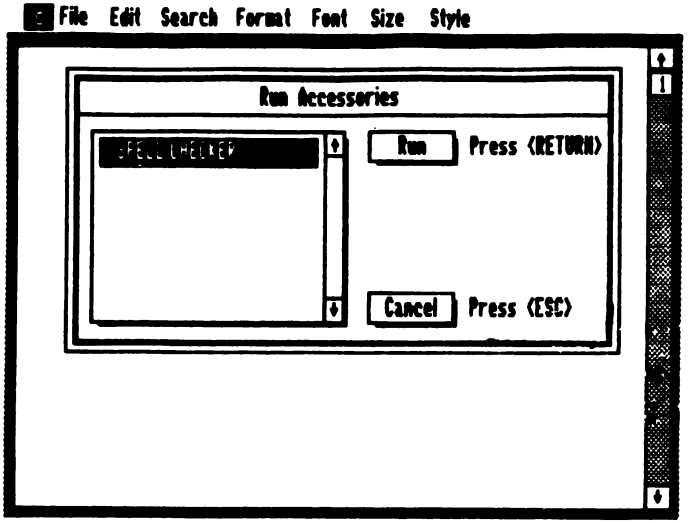
Using the Run Accessories Command

Once you've installed Spell Checker, you can choose it from the Menu as you would any other command. However, although you can install as many as fifteen accessories, the Menu displays a maximum of seven accessories at any one time. If you wish to run Spell Checker when it's not displayed on the Menu, you must use the Run Accessories command as follows:

① **Choose the Run Accessories command from the Menu.**

MultiScribe responds by displaying a dialog box:



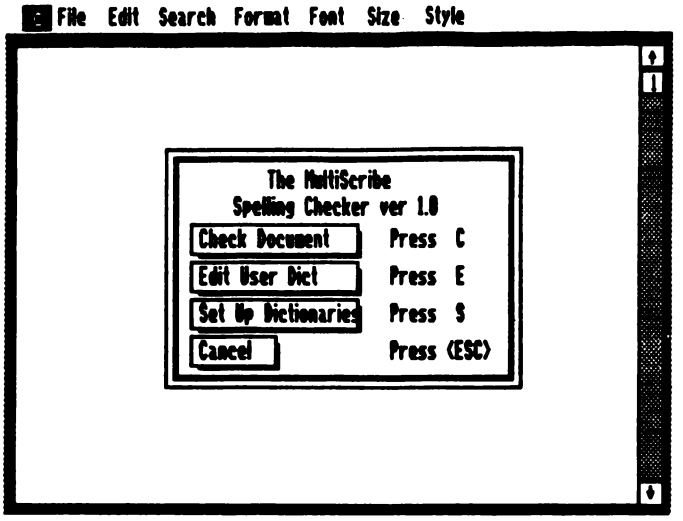
② **Using the mouse or the ↑ and ↓ keys, scroll to the Spell Checker. (Mouse-users take note: you can also use the scroll bar to the right of the list box.)**

③ **Once Spell Checker is highlighted, choose it by double-clicking on its name, clicking the Run button, or pressing the Return key.**

MultiScribe responds by opening Spell Checker in the document window.

Choosing a Spell Checker Command

Each time you open Spell Checker in MultiScribe, the program responds by displaying a dialog box with a list of Spell Checker commands:



From this dialog box you may choose the following operations:

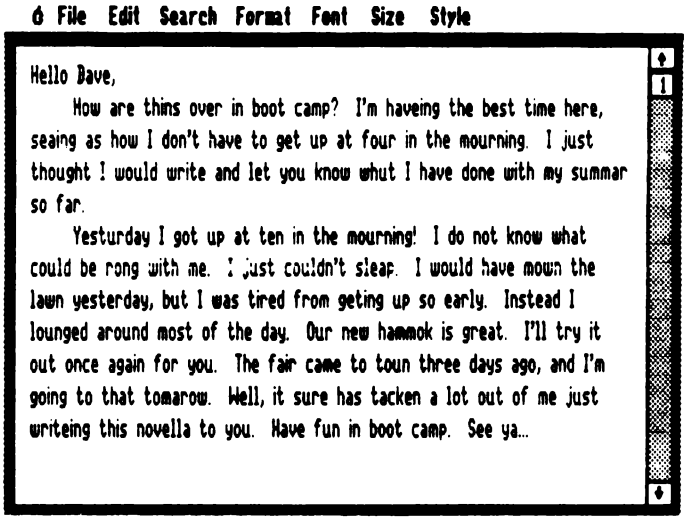
- ☐ To spell check a document — click the Check Document button or press C
- ☐ To edit the current user dictionary — click the Edit User Dict button or press E
- ☐ To change the pathnames for your dictionaries or to change the current user dictionary — click the Set Up Dictionaries button or press S
- ☐ To leave Spell Checker and return to MultiScribe — click the Cancel button or press Esc

Spell Checking a Document

To check the spelling of a document, follow these steps:

① **Load the document you wish to check in the MultiScribe document window:**

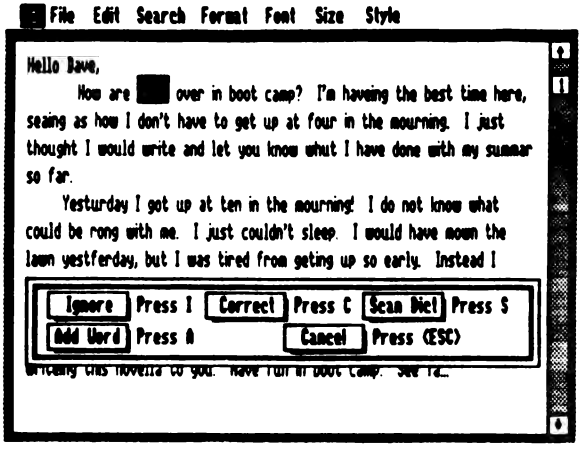
Position the cursor at the beginning of the document, or at the place where you'd like to begin checking for misspellings.


File Edit Search Format Font Size Style
Hello Dave,
How are thins over in boot camp? I'm haveing the best time here, seaing as how I don't have to get up at four in the mourning. I just thought I would write and let you know whut I have done with my summar so far.
Yesturday I got up at ten in the mourning! I do not know what could be rong with me. I just couldn't sleap. I would have mown the lawn yesterday, but I was tired from geting up so early. Instead I lounged around most of the day. Our new hammok is great. I'll try it out once again for you. The fair came to toun three days ago, and I'm going to that tomarow. Well, it sure has tacken a lot out of me just writeing this novella to you. Have fun in boot camp. See ya...

② **Open the Spell Checker accessory from the Menu or by using the Run Accessories command.**

③ **Choose the Check Document command from the dialog box by clicking the Check Document button or by pressing C.**

MultiScribe responds by checking the document for misspellings. Make sure the insertion point is positioned at the beginning of the document. Spell Checker begins checking at the insertion point. When the program encounters a word it doesn't recognize (a word not found in any dictionary), it responds by highlighting the word and displaying a dialog box in the document window:


File Edit Search Format Font Size Style
Hello Dave,
How are over in boot camp? I'm having the best time here, seeing as how I don't have to get up at four in the mourning. I just thought I would write and let you know what I have done with my summer so far.
Yesturday I got up at ten in the mourning! I do not know what could be rong with me. I just couldn't sleep. I would have mown the lawn yestferday, but I was tired from geting up so early. Instead I
Ignore Press I
Correct Press C
Scan Dict Press S
Add Word Press A
Cancel Press (ESC)

To tell Spell Checker to ignore this word, click the Ignore button or press I.

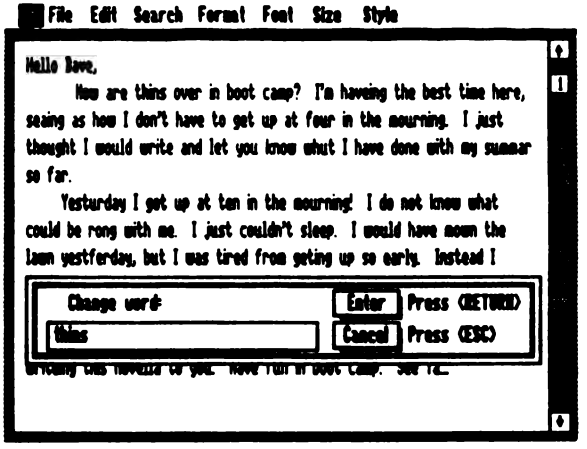
To add the highlighted word to the current user dictionary, click the Add Word button or press A.

To end the spell checking operation and return to MultiScribe, click the Cancel button or press Esc.

Correct

To enter the correct spelling for the highlighted word, click the Correct button or press C.

MultiScribe responds by displaying a dialog box with the misspelled word displayed:


File Edit Search Format Font Size Style
Hello Dave,
How are things over in boot camp? I'm having the best time here, seeing as how I don't have to get up at four in the mourning. I just thought I would write and let you know what I have done with my summer so far.
Yesterday I got up at ten in the mourning! I do not know what could be rong with me. I just couldn't sleep. I would have mown the lawn yesterday, but I was tired from geting up so early. Instead I
Change word:
Enter
Press (RETURN)
Cancel
Press (ESC)

Use the Delete key to erase the word in the Change Word dialog box. Enter the correct spelling for the word. When you've finished, click the Enter button or press Return.

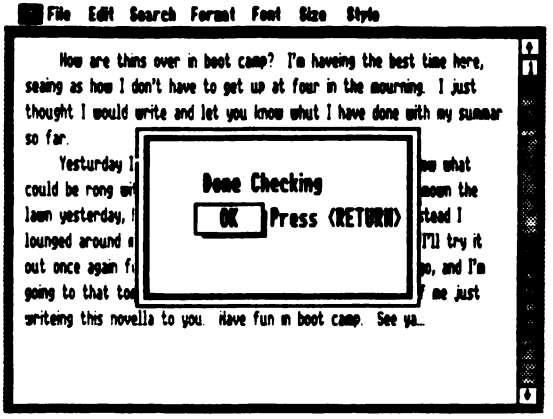
If you don't wish to change the spelling of the word, click the Cancel button or press Esc to return to the Check Document dialog box.

When you enter a word, MultiScribe responds by checking the word you've just entered. If it recognizes the word as a word in the dictionary, the program continues checking the rest of the document. If the word is not included in the dictionary, when you press Return the Check Document dialog box will return to the screen and the word you entered will remain highlighted, indicating that it was not recognized.

If you know the word is spelled correctly and you want to continue checking the document, press I (for Ignore) to skip over it. (Or you may want to add it to the user dictionary later.)

If you want to add the word to the current user dictionary, click the Add Word button or press A.

When you've finished checking the document, either by reaching the end of the document or clicking the Cancel button or pressing Esc, you'll see the dialog box:

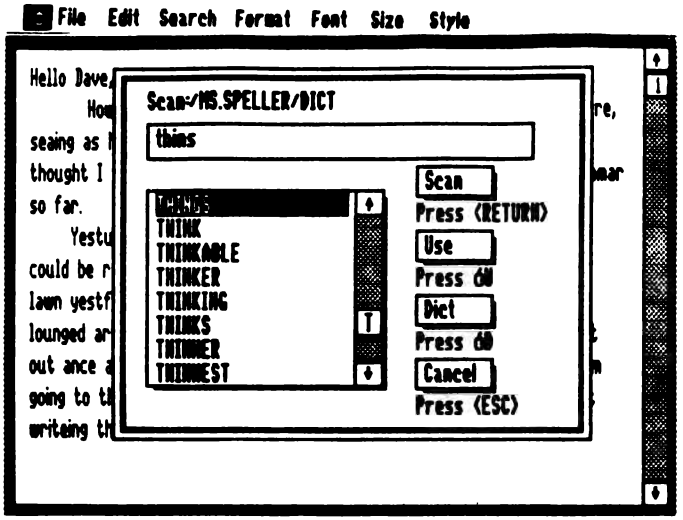

File Edit Search Format Font Size Style
How are thins over in boot camp? I'm haveing the best time here,
seaing as how I don't have to get up at four in the mourning. I just
thought I would write and let you know what I have done with my summar
so far.
Yesturday I
could be rong wi
lawn yesterday, I
lounged around a
out once again fi
going to that too
writeing this novella to you. Have fun in boot camp. See ya_
Done Checking
OK
Press (RETURN)

Click on the OK button or press Return to return to your MultiScribe document.

If you're unsure how to correct a misspelling, you may want to use the Scan Dictionary function to look up the word in either the main dictionary or the current user dictionary.

To look up a misspelled word, click the Scan Dict button or press S.

MultiScribe responds by displaying a dialog box and highlighting the closest dictionary entry it can find to the highlighted misspelled word:



If the highlighted entry in the dictionary is the correct spelling, you can correct the misspelled word in the document by clicking the Use button, or pressing ⌘U.

You may also perform the following operations:

- ☐ Continue scrolling through the dictionary by clicking the up and down scroll arrows, dragging the scroll box, or pressing the ↑ and ↓ keys
- ☐ Scroll through the dictionary a page at a time by clicking the scroll bar above or below the scroll box, or by pressing the ⌘ and the ↑ and ↓ keys
- ☐ Go to a different location in the dictionary by entering a word in the input box and either clicking the Scan button or pressing Return
- ☐ Toggle between the main dictionary and the current user dictionary by clicking the Dict button or pressing ⌘D
- ☐ Cancel the scanning operation and return to checking the document by clicking the Cancel button or by pressing Esc

Editing a User Dictionary

TIP

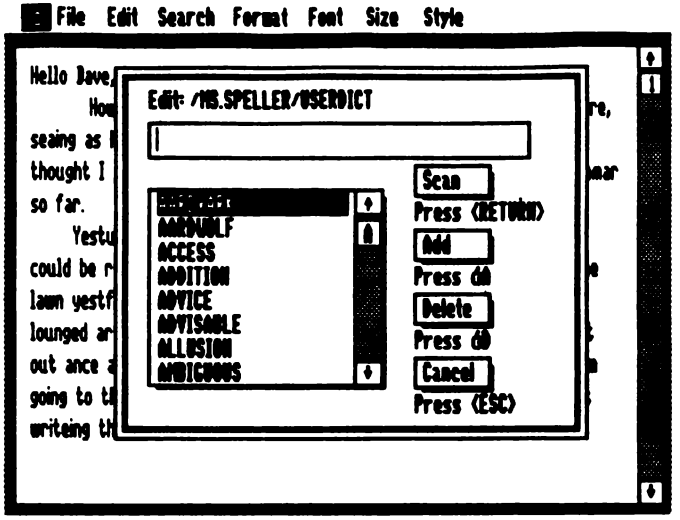
To change the current user dictionary, see the Set Up Dictionaries command described on the following pages.

To add a word to the user dictionary being displayed, enter the word in the input box and click the Add button or press ⌘A.

In addition to adding words to a user dictionary during the spell checking operation, MultiScribe Spell Checker also allows you to edit the user dictionary directly.

To edit the current user dictionary, click the Edit User Dict button or press E from the opening Spell Checker dialog box.

MultiScribe responds by displaying a dialog box:



You may also perform the following operations:

- ☐ Continue scrolling through the dictionary by clicking the up and down scroll arrows, dragging the scroll box, or pressing the ↑ and ↓ keys
- ☐ Scroll through the dictionary a page at a time by clicking the scroll bar above or below the scroll box, or by pressing the ↑ and ↓ keys
- ☐ Go to a different location in the dictionary by entering a word in the input box and clicking the Scan button or pressing Return
- ☐ Delete a word in the dictionary by scrolling through the dictionary until the word is highlighted and then either clicking the Delete button or pressing ⌘D
- ☐ Cancel the editing operation and return to MultiScribe by clicking the Cancel button or by pressing Esc

The size of your user dictionary will be limited due to memory constraints. Actual dictionary size will depend on the number and size of the words entered.

Setting Up Dictionaries

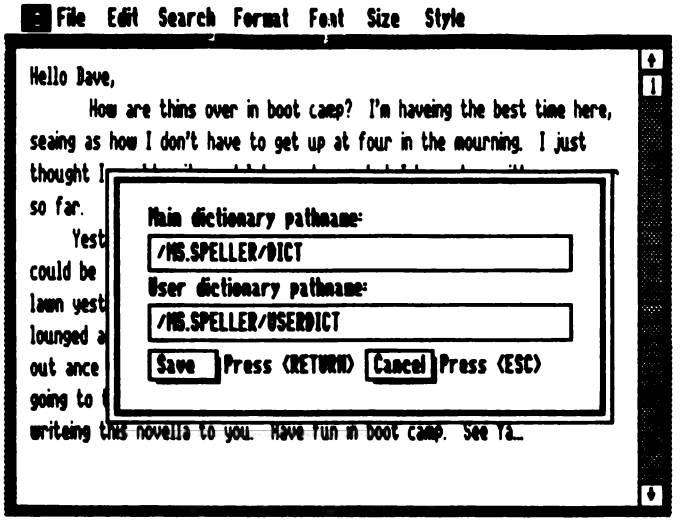
The Set Up Dictionaries command allows you to customize the operations of MultiScribe Spell Checker in two important ways:

- ☐ Place your main and/or user dictionaries on a different path than your Spell Checker programs
- ☐ Change the current user dictionary

For example, you can use Set Up Dictionaries to create a number of specialized user dictionaries depending on the type of document you're checking.

To use the Set Up Dictionaries command, choose the command from the Spell Checker dialog box by clicking the Set Up Dictionaries button or by pressing S.

MultiScribe responds by displaying a dialog box:


File Edit Search Format Font Size Style
Hello Dave,
How are thins over in boot camp? I'm haveing the best time here,
seaing as how I don't have to get up at four in the mourning. I just
so far.
Main dictionary pathname:
/MS.SPELLER/DICT
User dictionary pathname:
/MS.SPELLER/USERDICT
Save Press (RETURN) Cancel Press (ESC)
writeing this novella to you. Have fun in boot camp. See Ya..

You may enter a new pathname for either or both dictionaries in the input boxes provided. When you've finished, click the Save button or press ⌘S to save the new pathnames.

To return to MultiScribe without changing the pathnames displayed, click the Cancel button or press Esc.

Combining 5.25-Inch and 3.5-Inch Disk Drives

If your Apple uses both 5.25-inch and 3.5-inch disk drives, you may be interested in how the Install Accessories command designates which drives are Drive 1 and Drive 2 during the installation procedure.

MultiScribe searches for Drive 1 by starting at the highest-numbered slot in your Apple and looking for a controller card for a floppy disk drive. The first drive thus encountered (in most cases, it will be a 5.25-inch drive controller in slot 6) is designated Drive 1. If there is another drive on that controller, MultiScribe designates that drive as Drive 2.

As a result, if you had one 5.25-inch disk drive on a controller in slot 6 and a 3.5-inch disk drive on a controller installed in slot 5, MultiScribe would designate the 5.25-inch drive as Drive 1 and wouldn't recognize a Drive 2. To install Spell Checker from the 3.5-inch drive in this case, you must enter a pathname (including the slot and drive number for the drive).

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StyleWare, Inc.
Technical Support: (713) 668-0759
For Product Orders Only: (800) 233-4088
(713) 668-0743

StyleWare, Inc.
5250 Gulfton, Suite 2E
Houston, Texas 77081